

Minutes of the meeting will be available for public inspection six (6) weeks after the meeting at Park Headquarters, Sharpsburg, Maryland.

Dated: October 11, 1985.

Robert Stanton,

Acting Regional Director, National Capital Region.

[FR Doc. 85-25032 Filed 10-18-85; 8:45 am]

BILLING CODE 4310-70-M

## INTERSTATE COMMERCE COMMISSION

[Finance Docket No. 30704]

### Missouri Pacific Railroad Co.; Exemption To Acquire Control of the Great Southwest Railroad Co.

**AGENCY:** Interstate Commerce Commission.

**ACTION:** Notice of exemption.

**SUMMARY:** The Interstate Commerce Commission exempts from the requirements of prior approval under 49 U.S.C. 11343, *et seq.*, the acquisition of sole control of The Great Southwest Railroad Company by Missouri Pacific Railroad Company, subject to standard labor protection provisions.

**DATES:** This decision is effective November 20, 1985. Petitions for reconsideration must be filed by November 12, 1985. Petitions to stay must be filed by October 31, 1985.

**ADDRESSES:** Send petitions referring to Finance Docket No. 30704 to:

- (1) Office of the Secretary, Case Control Branch, Interstate Commerce Commission, Washington, DC 20423
- (2) Petitioner's Representative: Forrest N. Krutter, 1416 Dodge Street, Omaha, NE 68179

**FOR FURTHER INFORMATION CONTACT:** Louis E. Gitomer, (202) 275-7245.

**SUPPLEMENTARY INFORMATION:** Additional information is contained in the Commission's decision. To purchase a copy of the full decision, write to T.S. InfoSystems, Inc., Room 2229, Interstate Commerce Commission Building, Washington, DC 20423, or call 289-4357 (DC Metropolitan area) or toll free (800) 424-5403.

Decided: October 8, 1985.

By the Commission, Chairman Taylor, Vice Chairman Gradison, Commissioners Sterrett, Andre, Simmons, Lamboley, and Strenio. Chairman Taylor was absent and did not participate.

James H. Bayne,  
Secretary.

[FR Doc. 85-25018 Filed 10-18-85; 8:45 am]

BILLING CODE 7035-01-M

## DEPARTMENT OF JUSTICE

[AAG/A Order No. 21-85]

### Privacy Act of 1974; Modified Systems of Records

Pursuant to the provisions of the Privacy Act of 1974 (5 U.S.C. 522a), the Office of the Deputy Attorney General, Department of Justice, will add new routine uses to the following systems of records:

Appointed Assistant United States Attorneys Personnel System, JUSTICE/DAG-002  
Assistant United States Attorneys Applicant Records System, JUSTICE/DAG-003  
Honor Program Applicant System, JUSTICE/DAG-004  
Master Index File of Names, JUSTICE/DAG-005  
Presidential Appointee Candidate Records System, JUSTICE/DAG-006  
Presidential Appointee Records System, JUSTICE/DAG-007  
Special Candidates for Presidential Appointments Records System, JUSTICE/DAG-008  
Summer Intern Program Records System, JUSTICE/DAG-009  
United States Judge and Department of Justice Presidential Appointee Records, JUSTICE/DAG-010  
Miscellaneous Attorney Personnel Records System, JUSTICE/DAG-011  
Executive Secretariat Correspondence Control System, JUSTICE/DAG-012

(All of the above-named systems of records were last published on December 9, 1981, in *Federal Register* Volume 46, pages 60303-60311, except for two. The Executive Secretariat Correspondence Control System was last published on February 4, 1983, in *Federal Register* Volume 48, page 5336; and the United States Judge and Department of Justice Presidential Appointee Records system was last published on April 6, 1984, in *Federal Register* Volume 49, page 13755.)

The new routine uses will permit disclosure to any civil or criminal law enforcement authorities; to officials and employees of the White House or any Federal agency; to Federal, State, and local licensing agencies or associations; and in a proceeding before a court or adjudicative body. The new routine uses, which are more fully described in the systems notices reprinted below, have been italicized for public convenience.

Address and submit any comment to J. Michael Clark, Acting Assistant Director, General Services Staff, Room 9002, Justice Management Division, Department of Justice, 601 D Street NW., Washington, D.C. 20530 by November 20, 1985.

Since the new routine uses are compatible with the purposes for which

these systems are maintained, the Department will not be submitting a report to the Office of Management and Budget and the Congress.

Dated: September 26, 1985.

W. Lawrence Wallace,

Assistant Attorney General for Administration.

JUSTICE/DAG-002,

#### SYSTEM NAME:

Appointed Assistant United States Attorneys Personnel System.

#### SYSTEM LOCATION:

Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue NW., Washington D.C. 20530.

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

The system encompasses all Assistant United States Attorneys.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

This system of records consists of records folders which may contain up to a total of five sections. The personnel section contains personnel records such as completed Civil Service forms, letters of recommendation, law school grade transcripts, appointment letters, appointment affidavits, bar affidavits, locator forms and personnel action forms. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of applicants. The complaint section contains correspondence from individuals or groups complaining about office holders. Rarely does a personnel folder contain more than the personnel and character sections.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

These records are maintained pursuant to 5 U.S.C 301.

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

These records are used only by Department of Justice personnel. Information contained in a folder may be used as the basis for answering future inquiries from other government agencies about a former assistant's qualifications. The personnel section may be made available to other federal agencies, at their request, upon the

transfer of the assistant to such an agency.

**Release of information to the news media:** Information permitted to be released to the news media and the public pursuant to 28 CFR 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 and 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 Member of Congress of 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 Administration:** A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NRA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

**Release of information to civil or criminal law enforcement agencies:** Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.

**Release of information to agencies regarding the hiring or retention of employees:** Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.

**Release of information to Federal, State, and local licensing agencies:** Information may be disclosed to Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.

**Release of information before a court or adjudicative body:** Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to

*appear when (a) ODAG, or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.*

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

**STORAGE:**

These records are stored in paper folders.

**RETRIEVABILITY:**

Information is retrieved by use of the assistant's name, as the folders are filed alphabetically by name.

**SAFEGUARDS:**

These records are maintained in cabinets stored in a locked room.

**RETENTION AND DISPOSAL:**

These records are retained until the subjects of the files resign or otherwise leave their offices for non-federal government employment. In that instance, the personnel section is sent to the St. Louis Records Center for an indefinite period. If the assistant transfers to another agency of the federal government, the personnel section is sent to the gaining agency. All other sections of the folder are destroyed six months after the assistant leaves office.

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

Associate Deputy Attorney General;  
Office of the Deputy Attorney General;  
United States Department of Justice;  
10th and Constitution Avenue, NW.;  
Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

**RECORD ACCESS PROCEDURES:**

A request for access to non-exempt portions of records from this system should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system include the individuals, government agencies as appropriate, and interested third parties.

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

The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/DAG-003**

**SYSTEM NAME:**

Assistant United States Attorney Applicant Records System.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General, United States Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

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

The system encompasses all applicants for Assistant United States Attorney positions.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records consists of records folders which may contain up to a total of four sections. The personnel section contains records such as resumes, letters of recommendation, law school grade transcripts, completed Civil Service forms, and related personnel matters. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of applicants. Rarely does a personnel folder contain more than the personnel and character sections.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained pursuant to 5 U.S.C. 301.

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

These records are used only by Department of Justice personnel for recruitment purposes. However, the fact that the applicant was being considered would be made known to the references supplied by the applicant and others contacted. Information about the applicant, as then known, might be supplied to contacted individuals as necessary to verify already obtained information or to seek elaboration of that information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 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 Administration: A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

*Release of information to civil or criminal law enforcement agencies: Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.*

*Release of information to agencies regarding the hiring or retention of employees: Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an*

*employee: the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.*

*Release of information to Federal, State, and local licensing agencies: Information may be disclosed to Federal, State, and local licensing agencies or association which require information concerning the suitability or eligibility of an individual for a license or permit.*

*Release of information before a court or adjudicative body: Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG, or any subdivision thereof or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.*

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

These records are stored in paper folders.

**RETRIEVABILITY:**

Information is retrieved by use of the applicant's name, as the folders are filed alphabetically by name.

**SAFEGUARDS:**

These records are maintained in cabinets stored in a locked room.

**RETENTION AND DISPOSAL:**

These records are retained, in the case of applicants who are not offered positions, for two years and then destroyed. If the applicant is offered a position and accepts it, his folder is transferred to the Appointed Assistant United States Attorney Personnel System and retained as specified therein.

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

Associate Deputy Attorney General; Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

**RECORD ACCESS PROCEDURES:**

A request for access to non-exempt portions of records from this system should clearly be directed orally or in writing to the Associate Deputy Attorney General. When requests are in writing, the envelope and letter should be marked "Privacy Access Request."

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the Associate Deputy Attorney General, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Non-exempt sources of information contained in this system include the individual, government agencies as appropriate, and interested third parties.

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

The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/DAG-004****SYSTEM NAME:**

Honor Program Applicant System.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

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

The system encompasses third year law students who will be honor graduates of law schools and law clerks of federal judges who file applications for attorney positions in the Department.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records consist of items supplied by the applicant, such as resumes, completed Civil Service forms, applications forms, and transcripts of

grades, items supplied by third parties such as letters of recommendation, and items supplied by the Department such as acceptance or rejection letters and interview evaluation sheets.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 5 U.S.C. 301.

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

These records are made available within the Department for recruitment purposes and may be made available to other federal agencies, at their request, for recruitment purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 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 Administration: A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

*Release of information to civil or criminal law enforcement agencies: Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.*

*Release of information to agencies regarding the hiring or retention of employees: Information may be disclosed to official and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security of*

*suitability investigation; the classification of a job; or the issuance of a grant or benefit.*

*Release of information to Federal, State, and local licensing agencies: Information may be disclosed to Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.*

*Release of information before a court or adjudicative body: Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG, or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.*

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

**STORAGE:**

These records are stored in paper folders.

**RETRIEVABILITY:**

Information is retrieved in various ways, depending upon the age of the record. Initially, the records are indexed by the name of the applicant's law school, then by the names of the applicants according to their ranking by interviewers. Therefore, to locate an individual's file, it is necessary to know both the name of the individual and his or her law school. After the Department's annual attorney hiring is completed, these files are transferred to the control of the Associate Deputy Attorney General. His staff then places the files in alphabetical order by name and stores them.

**SAFEGUARDS:**

These records are maintained in cabinets stored in a locked room.

**RETENTION AND DISPOSAL:**

These records are maintained and stored for two years and then destroyed if the applicant is not offered a position with the Department or rejects an offered position. If a position is accepted by the applicant, his folder is transferred to another system.

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

Honor Program Director, Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, NW.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the System Manager.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system may be made in person or in writing to the System Manager. Any written request should clearly be marked 'Privacy Access Request' on both the letter and envelope.

**CONTESTING RECORD PROCEDURES:**

Individual desiring to contest or amend information maintained in the system should direct their request to the System Manager and clearly and concisely state what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system are as noted in Categories of Records.

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

None.

**JUSTICE/DAG-005**

**SYSTEM NAME:**

Master Index File of Name.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General, United States Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

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

This system encompasses all individuals having file folders contained in the following systems of records; Appointed Assistant U.S. Attorneys Personnel System, Assistant U.S. Attorney Applicant Records, Presidential Appointee Candidate Records System, Presidential Appointee Records System, Special Candidates for Presidential Appointments Records System, and U.S. Judges Records System, dating from 1932 until the present.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system consists of file cards containing an individual's date of birth, date of entry on duty in Federal Service, date of termination of Federal Service,

notes as to the disposition of his records folder, and title.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained pursuant to 5 U.S.C. 301.

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

These cards contain information used solely for Department internal purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from system 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 Administration: A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) if records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

*Release of information to civil or criminal law enforcement agencies: Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.*

*Release of information to agencies regarding the hiring or retention of employees: Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.*

*Release of information to Federal, State, and local licensing agencies: Information may be disclosed to*

*Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.*

*Release of information before a court or adjudicative body: Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG, or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.*

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

**STORAGE:**

These records are maintained on file cards.

**RETRIEVABILITY:**

Information is retrieved by using the name of the individual, as these cards are filed alphabetically.

**SAFEGUARDS:**

These cards are kept in file drawers stored in a locked room.

**RETENTION AND DISPOSAL:**

These cards are retained indefinitely, except in the instance of cards relating to applicants for attorney positions within the Department. If the applicant is rejected, his card is destroyed after two years.

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

Associate Deputy Attorney General; Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address all inquiries to the System Manager.

**RECORD ACCESS PROCEDURES:**

A request for access to these records should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked "Privacy Access Request."

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Information contained in this system is obtained from the individual's records folder.

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

None.

**JUSTICE/DAG-006**

**SYSTEM NAME:**

Presidential Appointee Candidate Records System.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, NW; Washington, D.C. 20530.

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

This system encompasses all individuals who are brought to the attention of the Department of Justice as potential candidates for appointment as United States Judges, United States Attorneys, or United States Marshals.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

As to any particular individual, the number and kind of records may vary according to the qualifications of the individual. Thus, these records, in some instances, contain merely single letters from the individual himself or some other person recommending his consideration for one of the positions mentioned in the Categories of individuals. The records may also contain biographical sketches of the individual supplied either by the individual himself or the person recommending him. If the individual is under serious consideration for nomination for appointment, a confidential evaluation of his qualifications for the position will be in his folder. Also present may be completed background investigations on the individual. Letters, if any are received, protesting the individual's potential appointment may also be in the folder. Also present would be any information supplied by the individual or any other letters of recommendation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained pursuant to 5 U.S.C. 301.

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

The routine uses of these records vary with the amount of consideration given to nominating the individual for appointment. In some instances, the records are stored, reviewed by Department personnel, and destroyed as outlined under Retention and Disposal. The candidate's entire record folder would be sent to the President upon his request. After a candidate is nominated and his nomination is pending Senate confirmation, the background investigation is routinely provided to Chairman of the Senate Judiciary Committee. The fact that the candidate was being considered for appointment would be made known to the references supplied by the candidate and others contacted. Information about the candidate, as then known, might be supplied to contacted individuals as necessary to verify already obtained information or to seek elaboration of that information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 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 Administration. A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2908.

*Release of information to civil or criminal law enforcement agencies: Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or*

*foreign, which requires information relevant to a civil or criminal investigation.*

*Release of information to agencies regarding the hiring or retention of employees: Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.*

*Release of information to Federal, State, and local licensing agencies: Information may be disclosed to Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.*

*Release of information before a court or adjudicative body: Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG, or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.*

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

These records are maintained in paper folders.

**RETRIEVABILITY:**

Information is retrieved from this system by reference first to the office, indexed geographically or by the circuit or district, for which the individual is being considered, and then alphabetically by name of the candidate.

**SAFEGUARDS:**

These records are stored in cabinets which are kept in a locked room.

**RETENTION AND DISPOSAL:**

These records are kept for five years and then destroyed, unless the individual receives the appointment. In

that event, his individual record is transferred to another records system.

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

Associate Deputy Attorney General; Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue NW.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

**RECORD ACCESS PROCEDURES:**

A request for access to non-exempt portions of records from this system should be directed orally or in writing to the Associate Deputy Attorney General. When requests are in writing, the envelope and letter should clearly be marked "Privacy Access Request."

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the Associate Deputy Attorney General stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Non-exempt sources of information in this system include the general public, the candidates themselves, government agencies where appropriate, and any other interested party.

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

The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/DAG-007****SYSTEM NAME:**

Presidential Appointee Records System.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue; NW.; Washington, D.C. 20530.

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

The system encompasses the following: Department of Justice Presidential appointees and retired, resigned, or deceased appointees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records consists of records folders which may contain up to five sections. The personnel section includes such items as biographical sketches, qualification statements, completed Civil Service forms if applicable, letters recommending appointment, notifications of appointment, and other personnel-related matters. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of candidates. The complaint section contains correspondence from individuals or groups complaining about office holders.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained pursuant to 5 U.S.C. 301.

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

Generally, these records are used only for internal Department of Justice purposes. Prior to appointment, routine uses would include those specified for the Presidential Appointee Candidate Records System. If an appointee leaves the Department, information contained in his personnel folder might be used as the basis for answering inquiries from prospective employers about his qualifications and performance. The personnel section of his folder would be made available to other federal agencies, at their request, upon the transfer of the appointee to such an agency.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 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 Administration: A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

*Release of information to civil or criminal law enforcement agencies: Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.*

*Release of information to agencies regarding the hiring or retention of employees: Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.*

*Release of information to Federal, State, and local licensing agencies: Information may be disclosed to Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.*

*Release of information before a court or adjudicative body: Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG, or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.*

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

These records are stored in paper folders.

**RETRIEVABILITY:**

Information is retrieved by using the name of the individual who is the subject of the folder.

**SAFEGUARDS:**

These records are stored in cabinets which are kept in a locked room.

**RETENTION AND DISPOSAL:**

The personnel section of these records is retained indefinitely at the Office of the Deputy Attorney General, except in the instance of an appointee who resigns or dies, in which case that section is sent to the St. Louis Records Center for indefinite storage. All other sections of the folders, in the instance where an appointee dies or resigns, are sent to the Suitland, Maryland Records Center for storage for five years and then destroyed.

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

Associate Deputy Attorney General; Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, NW.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address all inquiries to the System Manager. These records will be exempted from subsections(d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

**RECORD ACCESS PROCEDURES:**

A request for access to non-exempt portions of records from this system should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked "Privacy Access Request."

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Non-exempt sources of information contained in this system include the general public, the subjects of the

records themselves, government agencies when appropriate, and any other interested party.

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

The Attorney General has exempted this system from subsections (b)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c), and (e) and have been published in the Federal Register.

**JUSTICE/DAG-008**

**SYSTEM NAME:**

Special Candidates for Presidential Appointments Records System.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

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

The system encompasses all individuals under consideration for presidential appointments as heads of divisions or sections of the Department of Justice.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system of records consists of records folders which may contain up to a total of four sections. The personnel section contains records such as resumes, letters of recommendations, and related personnel matters. The character section contains completed and portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of candidates. The majority of these personnel folders contain only the personnel section.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained pursuant to 5 U.S.C. 301 to assist the President in obtaining information necessary for determining the qualifications and availability of individuals for appointed offices.

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

The routine uses of these records vary with the amount of consideration given to nominating the candidate for appointment. In some instances, the

records are stored, reviewed by Department personnel, and destroyed as outlined under Retention and Disposal. The candidate's entire records folder would be sent to the President upon his request. After a candidate is nominated and his nomination is pending Senate confirmation, the background investigation is routinely provided to the Chairman of the Senate Judiciary Committee. The fact that the candidate was being considered for appointment would be made known to the references supplied by the candidate and others contacted. Information about the candidate, as then known, might be supplied to contacted individuals as necessary to verify already obtained information or to seek elaboration of that information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 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. 522, 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.

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

Release of information to the National Archives and Records Administration: A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

*Release of information to civil or criminal law enforcement agencies: Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.*

Release of information to agencies regarding the hiring or retention of employees: Information may be disclosed to officials and employees of the White House or any Federal agency

which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.

Release of information to Federal, State, and local licensing agencies: Information may be disclosed to Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.

Release of information before a court or adjudicative body: Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such record are determined by ODAG to be arguably relevant to the litigation.

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

**STORAGE:**

These records are stored in paper holders.

**RETRIEVABILITY:**

Information is retrieved by the name of individuals seeking appointments as the files are arranged alphabetically by same.

**SAFEGUARDS:**

These records are in cabinets in a locked room.

**RETENTION AND DISPOSAL:**

In the event a candidate is not nominated for appointment, his record is maintained for five years and then destroyed. If the candidate is appointed, his records are transferred to the Presidential Appointee Records System.

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

Associate Deputy Attorney General; Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of sections 552a, title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

**RECORD ACCESS PROCEDURE:**

A request for access to non-exempt portions of records from this system should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked "Privacy Access Request."

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Non-exempt sources of information contained in this system include the general public, the subjects of the records themselves, government agencies when appropriate, and any other interested party.

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

The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k). Rules have been promulgated in accordance with the requirement of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/DAG-008****SYSTEM NAME:**

Summer Intern Program Records System.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General, United States Department of Justice; 10th and Constitution Avenue, NW.; Washington, D.C. 20530.

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

All individuals who submit applications for the Department's Summer Intern Program for Law Students.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system of records consists of items such as completed Civil Service forms, law school grade transcripts, letters of recommendation, and

completed Summer Law Intern Applications.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained pursuant to 5 U.S.C. 301.

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

These records are used by Department personnel for recruitment purposes. However, in the case of an applicant with regard to whom the Department has decided not to extend an offer of employment, his or her application and Civil Service forms might be referred to another agency, upon its request, for that agency's recruitment purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 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 Department's 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 Administration: A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

*Release of information to civil or criminal law enforcement agencies: Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.*

*Release of information to agencies regarding the hiring or retention of employees: Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or*

*suitability investigation; the classification of a job; or the issuance of a grant or benefit.*

*Release of information to Federal, State, and local licensing agencies: Information may be disclosed to Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.*

*Release of information before a court or adjudicative body: Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG, or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.*

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

These records are stapled together.

**RETRIEVABILITY:**

Information is retrieved by use of the applicant's name, as these records are filed by use of the first letter of the applicant's last name.

**SAFEGUARDS:**

These records are maintained in cabinets stored in a locked room.

**RETENTION AND DISPOSAL:**

These records are retained, in the case of applicants who are not offered positions, for one year and then destroyed. In the case of accepted applicants, their records enter the Civil Service system.

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

Associate Deputy Attorney General; Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, NW.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

A request for access to these records should be directed orally or in writing to

the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request'.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Information contained in this system is obtained from the applicant and references provided by him.

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

None.

**JUSTICE/DAG-010**

**SYSTEM NAME:**

United States Judge and Department of Justice Presidential Appointee Records.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, NW.; Washington, D.C. 20530.

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

This system encompasses all United States Judges and all Department of Justice Presidential Appointees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

- A. 1. Card index relating to United States Judges which includes name, salary, Congress of appointment, State of birth, political party (if voluntarily provided), religion (if voluntarily provided), and American Bar Association rating
2. Information on the above mentioned card index, except religion, is also maintained on word processing equipment.
- B. Cross index of judges' names and districts.
- C. Roster of districts showing the dates of duty of district court judges and Department of Justice Presidential Appointees, indexed alphabetically by name.
- D. Book of commissions of United States Judges and Department of Justice Presidential Appointees in order by date of appointment and indexed alphabetically by name.
- E. Nomination book showing the name of the nominated Judge or Department of Justice Presidential Appointee, the date

the proposed nomination was sent to the White House, the date the nomination was made to the Senate, the date of confirmation, the date of appointment, and the date of entrance on duty. This book is in chronological order, and is indexed alphabetically by name of the nominee.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained pursuant to 5 U.S.C. 301.

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

These records are maintained to make responses to public inquiries regarding these individuals noted in Categories of individuals (the political party and religion of an appointee is not released), and for Department internal purposes.

Release of information to the new media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from system 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 Administration: A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Release of information to civil or criminal law enforcement agencies: Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.

*Release of information to agencies regarding the hiring or retention of employees: Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the*

*hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.*

*Release of information to Federal, State, and local licensing agencies: Information may be disclosed to Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.*

*Release of information before a court or adjudicative body: Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG, or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.*

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

**STORAGE:**

These records are kept on cards, in folders, in books, or on diskettes.

**RETRIEVABILITY:**

Information is retrieved by those data elements identified in the "Categories of Records in the System" section of this notice.

**SAFEGUARDS:**

Biological sketches and diskettes are kept in a locked safe. All other information is kept in cabinets or card files.

**RETENTION AND DISPOSAL:**

This information is maintained indefinitely.

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

Associate Deputy Attorney General, Office of the Deputy Attorney General, United States Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

A request of access to these records should be directed orally or in writing to the System Manager. When requests are in writing the envelope and letter should clearly be marked "Privacy Access Request."

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Information contained in this system is obtained from the individuals who are the subjects of the records and from other Department of Justice records.

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

None.

**JUSTICE/DAG-011****SYSTEM NAME:**

Miscellaneous Attorney Personnel Records System.

**SYSTEM LOCATION:**

Office of the Deputy Attorney General  
United States Department of Justice,  
10th and Constitution Avenue, NW.,  
Washington, D.C. 20530.

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

Persons who applied to or are employed by the Department of Justice as attorneys and are not included within another OAA system.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records consists of records folders which may contain up to a total of four sections. The personnel section contains records such as resumes, letter of recommendation, law school grade transcripts, completed Civil Service forms, and related personnel matters. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of applicants. The complaint section contains correspondence from individuals or groups complaining about office holders and may contain matters relating to the disposition of those complaints. Rarely does a personnel

folder contain more than the personnel and character sections.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The records are maintained pursuant to 5 U.S.C. 301.

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

These records are used only by Department of Justice personnel. Information contained in a folder may be used as the basis for answering future inquiries from other government agencies about a former employee's qualifications. The personnel section may be made available to other federal agencies, at their request, upon the transfer of an employee to such an agency.

*Release of information to the news media:* Information permitted to be released to the news media and the public pursuant to 28 CFR 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 Administration:* A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

*Release of information to civil or criminal law enforcement agencies:* Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.

*Release of information to agencies regarding the hiring or retention of employees:* Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the

*hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.*

*Release of information to Federal, State, and local licensing agencies:* Information may be disclosed to Federal, State, and local licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.

*Release of information before a court or adjudicative body:* Information may be disclosed in a proceeding before a court or adjudicative body before which the Office of the Deputy Attorney General (ODAG) is authorized to appear when (a) ODAG, or any subdivision thereof, or (b) any employee of ODAG in his or her official capacity, or (c) any employee of ODAG in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where ODAG determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by ODAG to be arguably relevant to the litigation.

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

These records are stored in paper folders.

**RETRIEVABILITY:**

Information is retrieved by use of an individual's name, as the folders are filed alphabetically by name.

**SAFEGUARDS:**

These records are maintained in cabinets stored in a lockable room.

**RETENTION AND DISPOSAL:**

These records are retained until the subjects of the files resign or otherwise leave their offices for non-federal employment. In that instance, the personnel section is sent to the St. Louis Records Center for an indefinite period. If the individual transfers to another agency of the Federal government, the personnel section is sent to the gaining agency. All other sections of the folder are destroyed six months after the individual leaves office. The entire folders of individuals who were applicants and were not offered employment or did not accept employment with the Department are