

Federal Registry Link: http://frwebgate.access.gpo.gov/cgi-bin/multidb.cgi?WAISdbName=2005_privacy_act_many+2005+Privacy+Act&WAISqueryRule=%28%24WAISqueryString%29&WAISemplate=multidb_results.html&WrapperTemplate=pa_wrapper.html&WAISmaxHits=40&WAISqueryString=fns&Submit.=Submit

USDA/FNS-8

System name: **FNS** Studies and Reports.

Security classification: None.

System location: Records of studies conducted internally will be located in the Office of Analysis and Evaluation, room 208, 3101 Park Center Drive, Alexandria, Virginia 22302. Records will be located with the contractor when studies are performed by contract.

Categories of individuals covered by the system: The system consists of personal information from persons who are eligible for, have participated in, been **recipients** of, or participated in some capacity in the administration of **FNS**-sponsored benefit programs.

Categories of records in the system: Individual records may contain information on program applicants, participants, eligibles and beneficiaries of **FNS**-sponsored programs, and vital statistics such as birth and death records. This information may include but is not limited to their names, addresses, identifying numbers, and program-specific information such as income, family status, participation in programs sponsored by other agencies, location of birth, birthweight, health status, medical **claims**, diagnostic codes, and other pertinent information.

Authority for maintenance of the system: Federal statutes requiring studies of the **food** assistance programs: 7 U.S.C. 2011-27; 42 U.S.C. 1751-89; 7 U.S.C. 1431, 1431e, 612c, 612c note.

Purpose(s): To study and determine the impact, efficiency and/or effectiveness of **FNS**-sponsored programs and for the purpose of reporting to the Congress, oversight agencies, and/or departmental and **FNS** officials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records in this system may be disclosed to private firms that have contracted with **FNS** to collect, aggregate, analyze, or otherwise refine records for the purpose of research and reporting to Congress and appropriate oversight agencies, and/or departmental and **FNS** officials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders, magnetic tapes, and computer disks.

Retrievability: Information is retrieved by coded identification number once analysis files have been successfully constructed and edited. The coded number bears prevents association of data with individual identifiers except by authorized individuals. This is a security measure which allows linkage of individual identifying information with study data through computer media. Paper records containing identifying information and study data are not needed or retained once the information has been entered onto magnetic tapes and/or computer disks.

Safeguards: 1. Authorized users: When designing, developing and/or operating a system of records on individuals, contractors are required to comply with all provisions of the Privacy Act. Contractors are required to maintain and protect the personal data and cannot release or share the data without consulting with **FNS**. Access to records maintained within **FNS** is limited to those staff officials responsible for the subject system of records. Otherwise, access is limited to persons authorized and needing to use the records, including project directors, contract officers, programmers,

analysts, statisticians, statistical clerks and key punch operators on the staffs of the contractors or in the **FNS**.

2. Physical safeguards: Hard copy records are stored in locked safes, locked files, and locked offices when not in use. Computer terminals used to process identifiable data are located in secured areas and are accessible only to authorized users. Should they be maintained, back-up records which are stored off-site shall be used and stored under the same secure conditions.

3. Procedural safeguards: Names and other identifying characteristics from the interim records are not contained on the records encrypted for analysis. Encrypted data are indexed by code numbers. There will be no tables or files which link these code numbers with the original names or identifying attributes. Only those staff with a need to link identifiable information will be given the appropriate identifiers and access procedures. The **FNS** project officers and contract officers oversee compliance with these requirements. When appropriate, the **FNS** will review the site facilities to ensure that records have been maintained in accordance with the terms of this notice.

Retention and disposal: Names and other identifying information are maintained in the file until conclusion of the file matching process. The portion of records which contain identifiable items will be maintained until they are no longer needed but not more than two years. The identifiable items portion of the records will then be destroyed. Aggregate data in analysis files may be kept in perpetuity according to the needs of the Department for longitudinal comparisons.

System manager(s) and address: Director, Office of Analysis and Evaluation, **Food** and Nutrition Service, United States Department of Agriculture, room 208, 3101 Park Center Drive, Alexandria, Virginia 22302. Telephone: (703) 756-3017.

Notification procedure: To determine if a record containing an identifiable item exists, write to the System Manager, giving your full name and address.

Record access procedures: An individual may obtain information about gaining access to a record containing an identifiable item in the system which pertains to him or her by submitting a written request to the System Manager. The envelope and the letter should be marked, ``Privacy Act Request.'' An individual may be required to reference the record by furnishing name, address, Social Security Number, and/or other identifiers needed by **FNS** and administering agencies to discern the record.

Contesting record categories: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, the reasons for contesting it, and the proposed amendment to the information with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.

Record source categories: Information in this system will come from program application and participation records of applicants, eligibles, participants and beneficiaries of **FNS** programs, such as the **Food Stamp** Program, the Special Supplemental **Food** Program for Women, Infants and Children (WIC), the National School Lunch Program, the School Breakfast Program, the Commodity Supplemental **Food** Program, and others. Records are created based on information gathered from individuals themselves and from State and local agencies which administer the programs.

Systems exempted from certain provisions of the act: None.