

# Wildlife Refuge Permits

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[Notices]

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DEPARTMENT OF THE INTERIOR

Fish and Wildlife Service

Privacy Act of 1974; as Amended; Amendment to a Systems of Records

AGENCY: Fish and Wildlife Service, Interior.

ACTION: Proposed minor revisions to existing systems of records.

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SUMMARY: The U.S. Fish and Wildlife Service conducted a review of its Privacy Act systems pursuant to the provisions of the Privacy Act of 1974, as amended (5 U.S.C. 552a), and the President's May 14, 1998, memorandum concerning Personal Information in Federal Records. As a result of their own review, they found nine of the U.S. Fish and Wildlife Service's Privacy Act system of records required minor revisions.

DATES: These actions will be effective on May 28, 1999.

FOR FURTHER INFORMATION CONTACT: Mr. Johnny R. Hunt, Service Privacy Act Officer, U.S. Fish and Wildlife Service, Phone: 703/358-1730, email ([Johnny\\_Hunt@fws.gov](mailto:Johnny_Hunt@fws.gov)) or by writing to the following address: U.S. Fish and Wildlife Service, Privacy Act Officer, Mail Stop 222 Arlington Square Building, Arlington, Virginia 22203

SUPPLEMENTARY INFORMATION: We list the eight systems of records below which the U.S. Fish and Wildlife Service revised and a brief explanation of the minor revisions which they made. Following that information, we attached the eight revised Privacy Act system notices.

``Tort Claims Records--Interior, FWS-4" previously published in the Federal Register on December 6, 1983 (48 FR 54715):

(1) We added the regional contracting offices to the list of system managers.

(2) We converted the notice to plain language to implement the President's memorandum of June 1, 1998, requiring the use of plain language in Government writing.

``National Wildlife Refuge Special Use Permits--Interior, FWS-5" previously published in the Federal Register on December 6, 1983 (48 FR

54716):

(1) We changed the name of the system manager to reflect that office's current title.

(2) We converted the notice to plain language to implement the President's memorandum of June 1, 1998, requiring the use of plain language in Government writing.

``National Fish Hatchery Special Use Permits--Interior, FWS-10" previously published in the Federal Register on December 6, 1983 (48 FR 54717):

(1) We changed the system location. The records are no longer maintained in the regional offices. They are maintained at the National Fish Hatcheries.

(2) We changed the name of the system manager to reflect the current title of that office.

(3) We converted the notice to plain language to implement the President's memorandum of June 1, 1998, requiring the use of plain language in Government writing.

``Real Property Records--Interior, FWS-11" previously published in the Federal Register on December 6, 1983 (48 FR 54717):

(1) We updated the system location to include the Washington Office, Division of Realty as another system location.

(2) We updated the section entitled ``Authority for maintenance of the system."

(3) We updated the section entitled ``Routine uses of records maintained in the system" to include the required summary reports which we produce (stripped of personal identifiers).

(4) We updated the system managers to reflect a more current address for the Washington Office, Division of Realty; and to include the U.S. Fish and Wildlife Services regional offices.

(5) We added the mandatory section entitled ``Disclosure to consumer reporting agencies".

(6) We included electronic storage as another medium we use to store records.

(7) We converted the notice to plain language in order to implement the President's memorandum of June 1, 1998, requiring the use of plain language in Government writing.

``Endangered Species Licensee System--Interior, FWS-19" previously published in the Federal Register on December 6, 1983 (48 FR 54718):

(1) We updated the system location to reflect the current address of the system.

(2) We dropped several categories of records which were part of the old system as we no longer collect the information.

(3) We updated the system manager and address to reflect the current address.

(4) We converted the notice to plain language to implement the President's memorandum of June 1, 1998, requiring the use of plain language in Government writing.

``Investigative Case File System--Interior, FWS-20" previously published in the Federal Register on December 6, 1983 (48 FR 54719):

(1) We included more specific information about the computerized system being a local area network (LAN) system and password protected.

(2) We provided the current address in the ``System Location" and ``System Manager(s) and Address" sections.

(3) We modified the ``Retention and Disposal" section to include a reference to our records schedule.

(4) We converted the notice to plain language to implement the

President's

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memorandum of June 1, 1998, requiring the use of plain language in Government writing.

``U.S. Deputy Game Warden--Interior, FWS-22" previously published in the Federal Register on March 24, 1981 (46 FR 18375):

(1) We changed the system manager because the program was decentralized and records are now maintained at participating regions. Additionally requests for access and amendments to one's record go to the participating regional offices instead of the Washington Office, Division of Personnel Management.

(2) We added the mandatory section entitled ``Disclosure to consumer reporting agencies".

(3) We converted the notice to plain language to implement the President's memorandum of June 1, 1998, requiring the use of plain language in Government writing.

``Migratory Bird Population and Harvest Systems--Interior, FWS-26" previously published in the Federal Register on March 24, 1981 (46 FR 18378):

(1) We eliminated 3 categories of individuals covered by the system. Many of the U.S. Fish and Wildlife Service research functions are now part of the U.S. Geological Survey's Biological Resources Division. They now have responsibility for the following categories of individuals previously collected by the U.S. Fish and Wildlife Service under this Privacy Act system: persons applying for bird banding permits; persons issued bird banding permits; and persons reporting upon banded birds encountered in the wild.

Additionally, we eliminated another category of individuals covered by the system because the program indicated it never needed or collected the information. We previously identified this category as ``unidentified persons observed in the field hunting migratory game birds."

(2) Because we eliminated the above categories of individuals covered by the system, we needed to make corresponding minor changes in the sections of this notice which deal with categories of records we collect, the routine uses of the records, retention and disposal of the records, notification procedure, and the record source categories. Therefore, we updated those sections.

(3) We added the mandatory section entitled ``Disclosure to consumer reporting agencies".

(4) We updated the address for the system manager.

(5) We converted the notice to plain language to implement the President's memorandum of June 1, 1998, requiring the use of plain language in Government writing.

``Correspondence Control System--Interior, FWS-27" previously published in the Federal Register on April 11, 1977 (42 FR 19092):

(1) We updated the system location to more accurately reflect where the records are maintained.

(2) We updated the name of the system manager to reflect the current title of that office.

(3) We added the mandatory section entitled ``Disclosure to consumer reporting agencies".

(4) We converted the notice to plain language to implement the President's memorandum of June 1, 1998, requiring the use of plain

language in Government writing.

Dated: May 17, 1999.  
Roy M. Francis,  
Departmental Privacy Act Officer.

INTERIOR/FWS-5

**SYSTEM NAME:**

National Wildlife Refuge Special Use Permits--Interior, FWS-5.

**SYSTEM LOCATION:**

U.S. Fish and Wildlife Service regional offices and individual National Wildlife Refuges.

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

Applicants who apply for special use permits and cooperative farm agreements on National Wildlife Refuges.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Contains the name and address of permittees/cooperators, types of special uses, and any special conditions.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The National Wildlife Refuge System Administration Act of 1966 (16 U.S.C. 688dd-ee). See 50 CFR parts 29 and 32 for additional information.

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

The primary use of the records is to identify those having special use permits and cooperative farming agreements on National Wildlife Refuges and the terms of those permits and cooperative agreements.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Pursuant to 5 U.S.C. 552a(b)(12), records can be disclosed to consumer reporting agencies as they are defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

**STORAGE:**

Maintained in paper form.

**RETRIEVABILITY:**

Maintained by name of claimant.

**SAFEGUARDS:**

Maintained in compliance with provisions of the Code of Federal Regulations (43 CFR 2.51).

**RETENTION AND DISPOSAL:**

The records are usually not maintained more than one year following the period of use.

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

Chief, Division of Refuges, U.S. Fish and Wildlife Service,  
Department of the Interior, Washington, DC 20240.

**NOTIFICATION PROCEDURE:**

Send inquiries regarding the existence of such records to either the Washington Office, Division of Refuges or the regional offices (see 50 CFR part 2 for regional addresses). The requestor should send in a written signed request for the records (see 43 CFR 2.60 of the Code of Federal Regulations) for additional information.

**RECORDS ACCESS PROCEDURES:**

Address requests for access to your records to either the Washington Office, Division of Refuges or the appropriate Regional Director (see 50 CFR part 2 for regional addresses). The request must be in writing, signed by the individual, and must meet the content requirements of the Code of Federal Regulations (43 CFR 2.63).

**CONTESTING RECORD PROCEDURES:**

To amend your record, address your request to the Chief, Division of Refuges, U.S. Fish and Wildlife Service, Department of the Interior, Washington, DC 20240. You must meet the content requirements indicated in the Code of Federal Regulations (43 CFR 2.71).

**RECORD SOURCE CATEGORIES:**

Records come from the individuals on whom the records are maintained.