

http://www.doi.gov/ocio/privacy/Privacy%20Notices%20for%20DOI/Interior%20Notices/US%20Geological%20Survey/USGS_18_Computer%20Registration.htm

INTERIOR/USGS-18

System name:

Computer Registration System--Interior, USGS-18.

System location:

Enterprise Data Services Branch (EDSB), Office of Program Support, National Center, U.S. Geological Survey, Mail Stop 815, Reston, Virginia 20192; Menlo Park Service Center, 345 Middlefield Road, Menlo Park, California 94025; Flagstaff Service Center, 2255 N. Gemini Drive, Flagstaff, Arizona 86001.

Categories of individuals covered by the system:

Users of computer services.

Categories of records in the system:

Name, computer user number, E-mail address where applicable, telephone number, subsystem registration, account number.

Authority for maintenance of the system:

40 U.S.C. 486(c); 41 CFR part 201-7.

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: (a) To record registration information for computer users; and (b) to contact computer users; and (c) to authorize data access. Disclosure outside the Department of the Interior may be made: (1) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or when represented by the Government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled; (2) Of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or

implementing the statute, rule, regulation, order, or license; (3) To a congressional office from the record of an individual in response to an inquiry the individual has made to the congressional office; (4) To a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit; and (5) To Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit.

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

Storage:

Records are maintained on magnetic disk.

Retrievability:

By user name, user number, E-mail address where applicable, telephone number, subsystem, account number.

Safeguards:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

Retention and disposal:

Retained and disposed of according to Bureau Records Disposition Schedule, RCS/Item 102-01.

System manager(s) and address:

Chief, Enterprise Data Services Branch, Office of Program Support, U.S. Geological Survey, Mail Stop 815, National Center, Reston, Virginia 20192; Chief, Menlo Park Service Center, U.S. Geological Survey, 345 Middlefield Road, Menlo Park, California 94025; Chief, Flagstaff Service Center, U.S. Geological Survey, 2255 N. Gemini Drive, Flagstaff, Arizona 86001.

Notification procedure:

A request for notification of the existence of records shall be addressed to the appropriate System Manager. The request shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.60.

Record access procedures:

A request for access to records shall be addressed to the

appropriate System Manager. The request shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.63.

Contesting record procedures:

A request for amendment of a record shall be addressed to the appropriate System Manager. The request shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.71.

Record source categories:

Individual users of computer services.