

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) The manual records consist of FOIA and PA requests for Civil Division records; related correspondence and memoranda; and copies of records from other PA systems of records responsive to the requests, which may include information concerning national security, civil investigations, and criminal law enforcement matters. (2) An automated record of selected data which has been extracted from each case file is maintained on magnetic diskettes as an index to the files, to follow the progress of the requests, and to obtain statistical data for monthly and annual reports.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

**PURPOSE OF THE SYSTEM:**

These records are maintained for the purpose of processing administrative requests and appeals under the Freedom of Information and Privacy Acts and complying with reporting requirements of the Acts.

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

Information may be disclosed to another Federal agency to (a) permit a decision as to access, amendment or correction of records to be made in consultation with or by that agency, or (b) verify the identity of an individual or the accuracy of information submitted by an individual who has requested access to or amendment or correction of records.

(2) A record may be disclosed to the National Archives and Records Administration and to the General Services Administration to conduct records management inspections authorized by 44 U.S.C. 2904 and 2906.

(3) Information may be released to the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release would constitute an unwarranted invasion of personal privacy.

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

The request records (manual) are stored in cabinets. Classified information is stored in a locked file cabinet. Automated records are maintained on magnetic diskettes.

**RETRIEVABILITY:**

Files are retrievable by the requester's name or if filed chronologically by the requester's name and the date of final response.

**SAFEGUARDS:**

Classified information is maintained in locked safes. Access to all information is limited to Department of Justice personnel who have need for the records to perform their duties. Automated records are safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. All records are stored in offices which are occupied during the day and locked at night.

**RETENTION AND DISPOSAL:**

The file is destroyed after the designated period has passed in accordance with the General Records Schedule 14, items 16, et seq. and 25, et seq.

**SYSTEM MANAGER AND ADDRESS:**

Assistant Attorney General, Civil Division, U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager listed above, c/o FOI/PA Office. The envelope and letter should be clearly marked. "FREEDOM OF INFORMATION/PRIVACY ACTS REQUEST."

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing with the envelope and letter clearly marked "FREEDOM OF INFORMATION/PRIVACY ACTS REQUEST." The requester shall also provide a return address for transmitting the information. Access requests shall be directed to the system manager listed above, c/o the FOI/PA Office.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct a request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. The envelope and letter should be clearly marked "FREEDOM OF INFORMATION/PRIVACY ACTS REQUESTS."

**RECORD SOURCES CATEGORIES:**

The source of information contained in this system are the individuals

making requests, the systems of records searched in the process of responding to requests, and other agencies referring requests for access to or correction of records originating in the Civil Division.

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

The Attorney General has exempted certain categories of records in this system from subsections (c) (3) and (4), (d), (e)(1), (e)(2), (e)(3), (e)(4), (C) and (H), (e)(5), (e)(8), and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2), (k)(1), and (k)(2). That is, these exemptions apply only to the extent that the file contains information which has been properly classified pursuant to an Executive Order or to the extent that it contains investigatory and other law enforcement materials. 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/CIV-006****SYSTEM NAME:**

Consumer Inquiry/Investigatory System.

**SYSTEM LOCATION:**

Civil Division, U.S. Department of Justice, 666 11th Street NW., Washington, DC 20530.

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

Individuals with complaints or inquiries on consumer matters.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The records consist of complaints and inquiries from private individuals, any replies thereto and other correspondence and internal memoranda related to the investigation of such inquiries for violations of criminal or civil Federal law.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

U.S.C. 3101; 5 U.S.C. 301.

**PURPOSE OF THE SYSTEM:**

These records are maintained for the purpose of responding to consumer complaints or inquiries and to further or initiate investigations for law enforcement purposes.

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

(1) A complaint/inquiry, or any information developed in response thereto may be disclosed to other Federal, State or local agencies for law enforcement purposes, to ensure

complete action on the matter, or to better assess consumer-related problems and programs.

(2) A complaint/inquiry or any information derived therefrom may be disclosed to a private firm that is the subject of a complaint/inquiry to resolve the issues raised in the complaint/inquiry or to fulfill the Department's law enforcement responsibilities.

(3) To facilitate processing Freedom of Information and Privacy Act requests for these records, a record may be disclosed to another Federal agency to (a) permit a decision as to access, amendment or correction of records to be made in consultation with or by that agency or (b) verify the identity of an individual or the accuracy of information submitted by an individual who has requested access to, or amendment or correction of records.

(4) A record or information derived therefrom may be released to the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release would constitute an unwarranted invasion of personal privacy.

(5) A record may be disclosed to the National Archives and Records Administration and to the General Services Administration to conduct records management inspections authorized by 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

These records are stored in file folders in cabinets.

**RETRIEVABILITY:**

Information is retrieved by name subject matter and date.

**SAFEGUARDS:**

Information contained in the system is unclassified. During duty hours access to this system is monitored and controlled by Civil Division personnel in the area where the system is maintained. The area is locked during non-duty hours.

**RETENTION AND DISPOSAL:**

In accordance with the General Record Schedule 14, item 6, records are retained for one year after close of the file or completion of the project, after which the files are destroyed.

**SYSTEMS MANAGER AND ADDRESS:**

Assistant Attorney General, Civil Division, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to the Assistant Attorney General, Civil Division, Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from this system shall be written and clearly identified as a "Privacy Access Request." The request should include the name of the party making the inquiry and the date of the inquiry. The requester should indicate a return address. The request should be directed to the system manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should state clearly and concisely what information is being contested, the reasons for contesting it and the proposed amendment to the information sought. The request should be directed to the system manager listed above.

**RECORD SOURCE CATEGORIES:**

Sources of records maintained in the system are the public inquiries, and information provided by private firms regarding the subject matter of such inquiries.

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

The Attorney General has exempted certain categories of records in this system from subsections (c) (3) and (4), (d), (e)(1) and (e)(5) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2) and (k) (2). That is, these exemptions apply only to the extent that the file contains records combined for civil or criminal law enforcement purposes. 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/CTV-007**

**SYSTEM NAME:**

Congressional and Citizen Correspondence File.

**SYSTEM LOCATION:**

Civil Division, U.S. Department of Justice, 550 11th Street NW., Washington, DC 20530.

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

(1) Current and past members of Congress who correspond with the Department on civil and other related matters; and (2) Private individuals who

correspond with the Department of civil and other related matters.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) The records consist of written inquiries from private individuals (or Members of Congress) on various matters, including requests for action on Private Relief Bills, and copies of responses thereto. Included also may be internal memoranda and other materials compiled in connection with the underlying criminal or civil investigation of such matters. (2) An automated record of selected data which has been extracted from each request file is maintained on magnetic diskettes as an index to the files, to follow the progress of the correspondence, and to obtain statistical data for monthly and fiscal reports.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 5 U.S.C. 301 and 44 U.S.C. 3101.

**PURPOSE OF THE SYSTEM:**

These records are maintained for the purpose of permitting Civil Division and other Department of Justice personnel to respond to congressional and public inquiries, requests, or complaints.

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

(1) A record, or any facts derived therefrom, may be referred or conveyed to other Federal, State, or local agencies for consultation or for direct response by that agency to the inquiry.

(2) To facilitate processing of Freedom of Information and Privacy Act requests for these records, information may be disclosed to another Federal agency to (a) permit a decision as to access, amendment or correction of records to be made in consultation with or by that agency, or (b) verify the identity or the accuracy of information submitted by an individual who has requested access to, or amendment or correction of records.

(3) A record may be released to the National Archives and Records Administration and to the General Services Administration to conduct records management inspections authorized by 44 U.S.C. 2904 and 2906.

(4) Information may be released to the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release would constitute an unwarranted invasion of personal privacy.