

NR_key_name: E031682D6D324FD9852562730059294F
SendTo: CN=Jeremy Gunn/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Laura Denk/O=ARRB
DisplayFromDomain:
DisplayDate: 11/13/1995
DisplayDate_Time: 11:37:09 AM
ComposedDate: 11/13/1995
ComposedDate_Time: 11:13:53 AM
Subject: Privacy Act

All agencies are required to file an annual report on Privacy Act activities to (1) the Director of OMB, (2) the President of the Senate, and (3) the Speaker of the House. Although I have been aware of the annual reporting requirement, Maya informed me in her voice mail message to me last week that we must file this report at the same timethat we file the systems of records notice with OMB. The report has three elements: (1) Transmittal Letter (a) Privacy Act statistics, including total number of active systems, changes to population during the year, public comments received during the year, number of requests that we received that cited the Privacy Act, number of requests granted/denied, etc..., number of requests for amendment, number of requests for amendment granted/denied, etc..., number of appeals of access/amendment denial and results of appeal, and number of ongoing lawsuits under Privacy Act, number of matching programs; (b) signature of senior agency official responsible for implementation of Act; (c) name and p hone number of individual who can best answer questions about Act; (d) assurance that proposed systems do not duplicate each other; and (e) a statement that a copy of the report went to Speaker of the House and President of the Senate.(2) Narrative Statement (a) Description of the purpose for which we are establishing eachsystem of records; (b) authority under which each system of records is maintained; (c) evaluation of the probable or potential effects of the proposed system of records on the privacy of individuals; (d) description of the relationship of the system of records to other branches of Federal Government, and state and local governments; (e) brief description of the steps taken by the agency to minimize the risk of unauthorized access to the systems of records; and (f) explanation of how each proposed routine use satisfies the compatibility (with the goals of the Privacy Act) requirements of (a)(7).(3) Supporting Documentation (a) copy of the Federal Register notice describing each system of records, and (b) copy of the agency's Privacy Act regulations.I will prepare this report this week, but I thought I should update you on why it is taking so long to actually finish the Privacy Act work.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: