

**FARM CREDIT ADMINISTRATION****Farm Credit Administration Board;  
Regular Meeting****Sunshine Act Meeting**

**AGENCY:** Farm Credit Administration.

**SUMMARY:** Notice is hereby given, pursuant to the Government in the Sunshine Act (5 U.S.C. 552b(e)(3)), that the January 8, 1998 regular meeting of the Farm Credit Administration Board (Board) will not be held. The FCA Board will hold a special meeting at 9:00 a.m. on Tuesday, January 27, 1998. An agenda for this meeting will be published at a later date.

**FOR FURTHER INFORMATION CONTACT:** Floyd Fithian, Secretary to the Farm Credit Administration Board, (703) 883-4025, TDD (703) 883-4444.

**ADDRESSES:** Farm Credit Administration, 1501 Farm Credit Drive, McLean, Virginia 22102-5090.

Dated: December 11, 1997.

**Floyd Fithian,**

*Secretary, Farm Credit Administration Board.*

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**FEDERAL ELECTION COMMISSION**

[Notice 1997-19]

**Privacy Act; Republication and Notice  
of New Routine Uses for Disclosure**

**AGENCY:** Federal Election Commission.

**ACTION:** Republication and Amendment of System of Records to include new routine uses for disclosure and other administrative changes.

**SUMMARY:** In accordance with the Privacy Act (5 U.S.C. 552a(e)(11)), the Federal Election Commission is issuing notice of our intent to amend the Systems of Records entitled Personnel Records (FEC 5) and Payroll Records (FEC 8) to include additional routine uses. In addition, other systems have been revised as a result of a reevaluation of the manner in which records are maintained by the Commission. We invite public comment on this publication.

**DATES:** The Commission will announce an effective date once the comment period expires.

**ADDRESSES:** Interested individuals may comment on this publication by writing to: Ms. Tina VanBrakle, Privacy Act Officer, 999 E Street, N.W., Washington, D.C. 20463, by close of business on January 5, 1998. All comments received

will be available for public inspection at that address.

**SUPPLEMENTARY INFORMATION:** The primary purpose for this republication is to add new routine uses to two Systems of Records maintained by the FEC. Other minor administrative changes have also been made.

**I. DISCUSSION OF PROPOSED ADDITIONS TO  
ROUTINE USE.**

Pursuant to Pub. L. 104-193, the Personnel Responsibility and Work Opportunity Reconciliation Act of 1996, the Federal Election Commission will disclose data from its Personnel Records (FEC 5) and Payroll (FEC 8) Systems of Records to the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services for use in its Federal Parent Locator System (FPLS) and Federal Tax Offset System, DHHS/OCSE No. 09-90-0074. Information on this system was last published at 61 FR 38754, July 25, 1996.

FPLS is a computerized network through which States may request location information from Federal and State agencies to find non-custodial parents and/or their employers for purposes of establishing paternity and securing support.

Effective October 1, 1997, the FPLS was enlarged to include the National Directory of New Hires, a database containing information on employees commencing employment, quarterly wage data on private and public sector employees, and information on unemployment compensation benefits. Effective October 1, 1998, the FPLS will be expanded to include a Federal Case Registry. The Federal Case Registry will contain abstracts on all participants involved in child support enforcement cases. When the Federal Case Registry is instituted, its files will be matched on an ongoing basis against the files in the National Directory of New Hires to determine if an employee is a participant in a child support case anywhere in the country. If the FPLS identifies a person as being a participant in a State child support case, that State will be notified of the participant's current employer. State requests to the FPLS for location information will also continue to be processed after October 1, 1998.

The data to be disclosed by the Federal Election Commission to the FPLS include: employee name, social security number, address, employer name, employer address and federal employer identification number.

In addition, names and social security numbers submitted by the Federal Election Commission to the FPLS will

be disclosed by the Office of Child Support Enforcement to the Social Security Administration for verification to ensure that the social security number provided is correct.

The data disclosed by the Federal Election Commission to the FPLS will also be disclosed by the Office of Child Support Enforcement to the Secretary of the Treasury for use in verifying claims for the advance payment of the earned income tax credit or to verify a claim of employment on a tax return.

**II. COMPATIBILITY OF PROPOSED ROUTINE USES.**

Use of the data collected is consistent with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 which mandates the establishment of new resources at the federal level to assist state child support enforcement agencies in establishing paternity; establishing, setting the amount of, or modifying child support obligations; and enforcing child support obligations.

We are proposing these routine uses in accordance with the Privacy Act (5 U.S.C. 552a(b)(3)). The Privacy Act permits the disclosure of information about individuals without their consent for a routine use where the information will be used for a purpose which is compatible with the purpose for which the information was originally collected. The Office of Management and Budget has indicated that a "compatible" use is a use which is necessary and proper. See OMB Guidelines, 51 FR 18982, 18985 (1986). Since the proposed uses of the data are required by Pub. L. 104-193, they are clearly necessary and proper uses, and therefore "compatible" uses which meet Privacy Act requirements.

**III. EFFECT OF THE PROPOSED CHANGES ON  
INDIVIDUALS.**

We will disclose information under these proposed routine uses only as required by Pub. L. 104-193 and as permitted by the Privacy Act.

Accordingly, the Proposed Notice of New and/or Revised Systems of Records, dated October 27, 1994, has been revised and reprinted in its entirety as follows:

Dated: December 9, 1997.

**John Warren McGarry,**  
*Chairman.*

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## FEC 1

### SYSTEMS NAME:

Requests for advisory opinions.

### SYSTEMS LOCATION:

Federal Election Commission.  
Washington, D.C. 20463.

### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted a letter to the FEC that qualifies as an advisory opinion request under FEC regulations.

### CATEGORIES OF RECORDS IN THE SYSTEM:

Letters requesting advisory opinions and responses thereto from the FEC.

### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

2 U.S.C. 437d(a)(7) and 437f.

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

Documents maintained for historical purposes and for use as precedent in subsequent requests for advisory opinions. Commissioners and staff use this system to respond to requests for opinions. These documents are available to the public for information and so that interested parties may submit comments to the Commission.

### ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is

a use of the information contained in the records that is compatible with the purpose for which the records were collected.

### ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

#### STORAGE:

Paper records and/or microfilm, on-line disk storage, and electronic data processing system.

#### RETRIEVABILITY:

Indexed and retrievable by name of requester, date of opinion, request number, and, as applicable, by microfilm roll and frame number.

#### SAFEGUARDS:

Originals are kept in locked filing cabinets in limited access areas under personal surveillance during working hours and in locked rooms at other times. Copies are freely available.

#### RETENTION AND DISPOSAL:

Retained for at least four years from date of receipt and subject to disposal thereafter. Current disposal process generally results in retention of records until seven years after receipt.

#### SYSTEM MANAGER AND ADDRESS:

The General Counsel, Federal Election Commission, Washington, D.C. 20463, (202/219-3690).

#### NOTIFICATION PROCEDURES:

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

### RECORD ACCESS PROCEDURES:

Same as above.

### CONTESTING RECORD PROCEDURES:

Same as above.

### RECORD SOURCE CATEGORIES:

Individual requester, persons submitting comments and the Federal Election Commission.

## FEC 2

### SYSTEM NAME:

Audits and investigations.

### SYSTEM LOCATION:

Federal Election Commission.  
Washington, D.C. 20463.

### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Candidates required to file statements and reports under the Federal Election Campaign Act.

### CATEGORIES OF RECORDS IN THE SYSTEM:

Audit and investigation data.

### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

2 U.S.C. 437d(a)(10), 437g(a)(2), (5) and 438(a)(8), (9); 26 U.S.C. 9007, 9038.

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

The General Counsel, Assistant Staff Directors, Commissioners, and their staffs may use audit and investigation data for informal hearings, administrative compliance, civil litigation, voluntary compliance or to refer matters to appropriate law enforcement authorities.

### ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is

a use of the information contained in

the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

**STORAGE:**

Paper records.

**RETRIEVABILITY:**

Indexed by name.

**SAFEGUARDS:**

Locked safes in limited access locations. Access is limited to FEC staff on a restricted basis and to appropriate law enforcement agencies as directed by the Commission.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEMS MANAGER AND ADDRESS:**

Assistant Staff Director for Audit, Federal Election Commission, Washington, D.C. 20463 (202/219-3440).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

With respect to open audits, the foregoing system is exempt pursuant to

the provisions of 5 U.S.C. 552a(k)(2). See 11 CFR 1.14.

**FEC 3**

**SYSTEM NAME:**

Compliance actions.

**SYSTEM LOCATION:**

Federal Election Commission, Washington, D.C. 20463.

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

Individuals who have filed complaints (complainants) and persons complained about (respondents), candidates filing late reports, or no reports, and cases internally generated through review and audit of reports and statements filed by candidates.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Complaints, referrals, and responses thereto; internal investigations of reports on file at the Commission, depositions, interrogatories and responses thereto.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

2 U.S.C. 437g(a) (1), (2), (4) and (5); 438(a)(7) and 438(b); 26 U.S.C. 9006 and 9038.

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

While any case is active, these documents are maintained as the agency's working or investigative file. Based upon information contained in the file, recommendations are made to the Commission as to the disposition of a case, and the Commission acts upon those recommendation. Compliance actions are assigned by the Associate General Counsel to an attorney and/or to appropriate staff for investigation. Administrative action and civil litigation are handled by the General Counsel's office. Evidence of knowing and willful violations of the law may be referred to the Attorney General.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or

has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employees of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

**STORAGE:**

Paper records. Closed compliance cases are duplicated, stored on microfilm and are available to the public, minus information deemed to be exempted under the Freedom of Information Act.

**RETRIEVABILITY:**

This system is indexed and retrievable by name of complainant or respondent by compliance action number or by microfilm roll and frame number, as appropriate.

**SAFEGUARDS:**

This system is kept in locked filing cabinets in limited access areas under personal surveillance during working hours, and in locked filing cabinets in locked rooms at other times.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEM MANAGER AND ADDRESS:**

The General Counsel, Federal Election Commission, Washington, D.C. 20463, (202/219-3690).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Complainants, respondents, third parties who have been requested or subpoenaed, to produce relevant information, and the Federal Election Commission.

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

With respect to open investigations, the system is exempt pursuant to 5 U.S.C. 552a(k)(2). See 11 CFR Part 1.14.

**FEC 4****SYSTEM NAME:**

Mailing Lists.

**SYSTEM LOCATION:**

Federal Election Commission, Washington, D.C. 20463.

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

(a) Individuals and institutions who have requested a subscription to the *Record*.

(b) Individuals who have requested FEC publications.

(c) State and local election officials interested in keeping informed of developments.

(d) Reporters who request releases; media added by the Press Office.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(a) Lists of names, addresses, principal areas of interest.

(b) List of names, addresses, and subjects of interest to the requester.

(c) List of names, addresses, duties and jurisdictions.

(d) Computer listings.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

2. U.S.C. 438(a) for all categories.

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

(a) Distribution of monthly newsletter, the *Record*, to subscribers.

(b) To forward new publications and other informational materials to persons who have expressed an interest in the subject matter.

(c) To distribute publications and other materials of interest to those who administer the election law of the states.  
(d) To mail press releases.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

(a) The agency, or any component thereof; or

(b) Any employee of the agency in his or her official capacity; or

(c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or

(d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

(a) The agency, or any component thereof; or

(b) Any employee of the agency in his or her official capacity; or

(c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or

(d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

Computerized for all categories.

**RETRIEVABILITY:**

(a) Name or identification numbers.  
(b) Name.  
(c) Name, title, jurisdiction or region of the country.  
(d) Name of individual or name of media.

**SAFEGUARDS:**

Access code with password for all categories.

**RETENTION AND DISPOSAL:**

(a) Purged every two years or upon request of subscriber.

(b) Purged every two years.

(c) Indefinite.

(d) Indefinite.

**SYSTEM MANAGER AND ADDRESS:**

The Assistant Staff Director for Information, Federal Election Commission, Washington, D.C. 20463, (202/219-3440).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(a) Individuals and organizations who request a subscription to the *Record*.

(b) Individuals to whom the Information Division has mailed publications.

(c) Officials requiring up-to-date information on elections administration.

(d) Oral and written requests to be placed on list; media directories.

**FEC 5****SYSTEM NAME:**

Personnel records.

**SYSTEM LOCATION:**

Federal Election Commission, Washington, D.C. 20463.

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

Applicants for employment, current employees (including unpaid interns), and former employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(a) SF-171's/resumes.

(b) SF-7 Record Cards (current and former employees).

(c) Official Personnel Folder (OPF).

(d) Employee Performance Folders (EPF).

(e) Individual Employee Master Files.

(f) Discipline/Adverse Action Files.

- (g) Outside Employment Files.
- (h) Employee Medical File.
- (i) Grievance Files.
- (j) Appeal Files.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

2 U.S.C. 437c and 5 CFR 293.

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

(a) SF-171's/OF-16's/Resumes—used by the Personnel staff and all levels of management to evaluate qualifications and make personnel selections.

(b) SF-7 Record Cards—used by Personnel staff to verify salary, grade and service of current and former employees for use by prospective employers, credit bureaus, etc.

(c) OPF—used by Personnel staff to process and record personnel actions, and by Personnel staff and line managers to evaluate skills, ability and qualifications for selection, promotion, and other personnel actions.

(d) EPF—used by Personnel staff to record performance-related information such as performance appraisals, and by line managers as basis for personnel actions.

(e) Individual Employee Master File—computer-stored record of all personnel actions and other pertinent employee data; used by Personnel staff to process and record personnel actions and by the authorized Data Systems staff and Payroll and Accounting staff to update and revise files, programs and produce required statistical reports.

(f) Discipline and Adverse Actions—used by Personnel staff and line managers in considering decisions on such actions, and for appeals, grievances and hearings.

(g) Outside Employment Files—used by Personnel and legal staff to consider requests for outside employment and to verify approval/disapproval.

(h) Employee Medical Files—used by Personnel staff and line managers to record employee medical information pertinent to their performance/attendance/conduct, and in reviewing the impact of medical conditions on their employment.

(i) Grievance Files—used by Personnel staff to record the disposition of employee grievances.

(j) Appeals Files—used by Personnel staff to record the disposition of employee appeals.

In addition to the above, in the event that a system of records maintained by this agency to carry out its functions indicated a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular

program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from the system of records may be disclosed as "routine use" to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized complaints examiner, equal employment opportunity investigator, administrative law judge, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee. A record from this system of records may be disclosed to the U.S. Office of Personnel Management in accordance with the agency's responsibility for evaluation and oversight of Federal personnel management.

A record from this system of records may be disclosed to officers and employees of a Federal agency for purposes of audit.

A record from this system of records may also be disclosed to the: (1) Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services Federal Parent Locator System (FPLS) and Federal Tax Offset System for use in locating individuals and identifying their income sources to establish paternity, establish and modify orders of support and for enforcement action; (2) Office of Child Support Enforcement for release to the Social

Security Administration for verifying social security numbers in connection with the operation of the FPLS by the Office of Child Support Enforcement; and (3) Office of Child Support Enforcement for release to the Department of Treasury for purposes of administering the Earned Income Tax Credit Program (Section 32, Internal Revenue Code of 1986) and verifying a claim with respect to employment in a tax return.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

(a) The agency, or any component thereof; or

(b) Any employee of the agency in his or her official capacity; or

(c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or

(d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

(a) The agency, or any component thereof; or

(b) Any employee of the agency in his or her official capacity; or

(c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or

(d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is

compatible with the purpose for which the records were collected.

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

- (a) Hard copy record kept in Personnel Office.
- (b) Hard copy record kept in Personnel Office.
- (c) Hard copy record kept in Personnel Office.
- (d) Hard copy record kept in Personnel Office.
- (e) Computer disk packs within central processing unit.
- (f) Hard copy record kept in Personnel Office.
- (g) Hard copy record kept in Personnel Office.
- (h) Hard copy record kept in Personnel Office.
- (i) Hard copy record kept in Personnel Office.
- (j) Hard copy record kept in Personnel Office.

**RETRIEVABILITY:**

- (a) Retrieval by hand of alphabetical files.
- (b) Retrieval by hand of alphabetical files.
- (c) Retrieval by hand of alphabetical files.
- (d) Retrieval by hand of alphabetical files.
- (e) On line access using SSN.
- (f) Retrieval by hand of alphabetical files.
- (g) Retrieval by hand of alphabetical files.
- (h) Retrieval by hand of alphabetical files.
- (i) Retrieval by hand of alphabetical files.
- (j) Retrieval by hand of alphabetical files.

**SAFEGUARDS:**

- (a) Locked file cabinet in locked office.
- (b) Locked Office.
- (c) Locked file cabinet in locked office.
- (d) Locked file cabinet in locked office.
- (e) Overall password for group number, individual password for each program; knowledge of password limited to appropriate personnel.
- (f) Locked file cabinet in locked office.
- (g) Locked file cabinet in locked office.
- (h) Locked file cabinet in locked office.
- (i) Locked file cabinet in locked office.
- (j) Locked file cabinet in locked office.

**RETENTION AND DISPOSAL:**

- (a) 1 year; shredded.

- (b) Indefinite.
- (c) Indefinite; transferred with employee to succeeding agency or retired to Federal Records Center upon retirement or termination/resignation from Federal service or death.
- (d) Indefinite; shredded within 30 days of employee departure unless part of ongoing adjudicatory action.
- (e) Indefinite.
- (f) Indefinite.
- (g) 2 years; shredded.
- (h) Indefinite; transferred with employee to succeeding agency or retired to Federal Records Center upon retirement or termination/resignation from Federal service or death.
- (i) Indefinite.
- (j) Indefinite.

**SYSTEM MANAGER AND ADDRESS:**

The Director of Personnel, Federal Election Commission, Washington, D.C. 20463, (202/219-3440).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Personnel applications, resumes, employment forms, records of personnel action.

**FEC 6**

**SYSTEM NAME:**

Candidate reports and designations.

**SYSTEM LOCATION:**

Federal Election Commission, Washington, D.C. 20463.

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

Candidates for Federal office required to file reports of contributions and expenditures and designations of campaign depositories and authorized committees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Reports and Statements of candidates; reports by delegates and other persons making contributions or independent expenditures and designations on behalf of a Federal candidate but not through a political committee, candidate, or authorized committee or agent of a candidate.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

2 U.S.C. 432(e), 434, and 437b(a)(1).

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

This system may be used by any person for information purposes. However, any information copied from such reports shall not be sold or utilized by any person for the purposes of soliciting contributions or for any commercial purpose.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

Paper records and/or microfilm and on-line disk storage electronic data processing system.

**RETRIEVABILITY:**

Retrievable by candidate's name, or by State in which candidate seeks election; candidate identification number or last name for computer storage.

**SAFEGUARDS:**

Locked filing cabinets.

**RETENTION AND DISPOSAL:**

Reports are preserved for a 10-year period except that reports relating solely to candidates for the House of Representatives are preserved for 5 years from the date of receipt. Microfilm is preserved indefinitely.

**SYSTEM MANAGER AND ADDRESS:**

The Assistant Staff Director for Disclosure, Federal Election Commission, Washington, D.C. 20463, (202/219-3440).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Reports filed with the FEC.

**FEC 7****SYSTEM NAME:**

Certification for primary matching funds and general election campaign funds.

**SYSTEMS LOCATION:**

Federal Election Commission, Washington, D.C. 20463.

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

Candidates for nomination or election to the Office of President of the United States.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Certification forms and supporting data requesting matching funds or election funds.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

26 U.S.C. 9003, 9006; 26 U.S.C. 9033, 9036, 9037.

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

Certification of eligibility for funds by presidential candidates. These files are available for public inspection.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

Paper records.

**RETRIEVABILITY:**

Indexed by name of candidate.

**SAFEGUARDS:**

Locked filing cabinets.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEMS MANAGER AND ADDRESS:**

Assistant Staff Director for Audit, Federal Election Commission, Washington, D.C. 20463 (202/219-3440).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORDS ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Certification reports filed with the Commission.

**FEC 8****SYSTEM NAME:**

Payroll records.

**SYSTEM LOCATION:**

Federal Election Commission, Washington, DC 20463.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Varied payroll records, including, among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefit records; requests for deductions; tax forms; W-2 forms; overtime requests; leave data; and retirement records. Records are used by Commission employees to maintain adequate payroll information for Commission employees, and otherwise by Commission employees who have a need for the record in the performance of their duties.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

31 U.S.C., generally. Also, 2 U.S.C. 437c(f).

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

In the event that a system of records maintained by this agency to carry out its functions indicated a violation or potential violation of law, whether civil,

criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcement or implementation of the statute or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a Federal, State, or local agency maintaining civil, criminal or other relevant enforcement information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit. A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the Office of Personnel Management in accordance with the agency's responsibility for evaluation and oversight of Federal personnel management.

A record from this system of records may be disclosed to officers and employees of a Federal agency for purposes of audit.

The information contained in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance processes as set forth in that circular.

Records also are disclosed to GAO for audits; to the Internal Revenue Service for investigation; and to private

attorneys, pursuant to a power of attorney.

A copy of an employee's Department of Treasury form W-2, wage and tax statement, also is disclosed to the State and city, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement between the State, city, or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516, 5517, or 5520, or, in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to the Assistant Director for Administration; Federal Election Commission, Washington, D.C. 20463. The request must include a copy of the applicable statute or ordinance authorizing the taxation of compensation and should indicate whether the authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both.

Pursuant to a withholding agreement between a city and the Department of Treasury (5 U.S.C. 5520), copies of executed city tax withholding certificates shall be furnished the city in response to a written request from an appropriate city official to the Assistant Staff Director for Administration.

In the absence of a withholding agreement, the Social Security number will be furnished only to a taxing jurisdiction which has furnished this agency with evidence of its independent authority to compel disclosure of the Social Security number, in accordance with Section 7 of the Privacy Act.

Records are also disclosed to the: (1) Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services Federal Parent Locator System (FPLS) and Federal Tax Offset System for use in locating individuals and identifying their income sources to establish paternity, establish and modify orders of support and for enforcement action; (2) Office of Child Support Enforcement for release to the Social Security Administration for verifying social security numbers in connection with the operation of the FPLS by the Office of Child Support Enforcement; and (3) Office of Child Support Enforcement for release to the Department of Treasury for purposes of administering the Earned Income Tax Credit Program (Section 32, Internal Revenue Code of 1986) and verifying a claim with respect to employment in a tax return.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

**STORAGE:**

Computer disk packs within central processing unit.

**RETRIEVABILITY:**

On line access program utilizing employee social security number.

**SAFEGUARDS:**

Overall password for group number; individual password for each program; knowledge of password limited to appropriate personnel.

**RETENTION AND DISPOSAL:**

Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

**SYSTEM MANAGER AND ADDRESS:**

The Assistant Staff Director for Administration, Federal Election Commission, Washington, D.C. 20463, (202/219-3440).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

The subject individual; the Federal Election Commission.

**FEC 9****SYSTEM NAME:**

Litigation Actions.

**SYSTEM LOCATION:**

Federal Election Commission, Washington, D.C. 20463.

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

Individuals who have brought judicial action against the Commission and individuals against whom the Commission has brought judicial action pursuant to 2 U.S.C. 437g or 437h, 26 U.S.C. 9011 or 9041, 5 U.S.C. 552 or any other statute.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

All papers incident to a law suit, including discovery materials, motions, briefs and orders.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

2 U.S.C. 437g(a)(6), 437g(a)(8), 437g(a)(11), and 437h.

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

Maintained for historical purposes and for consultation as precedent in subsequent judicial or administrative actions. Civil litigation is handled by the General Counsel's office. Access is limited to FEC staff on a restricted basis.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

Paper records and microfilm.

**RETRIEVABILITY:**

System indexed by name of party litigant and, as applicable, by microfilm roll and frame number.

**SAFEGUARDS:**

This system is kept in locked filing cabinets or in limited access areas under personal surveillance during working hours, and in locked rooms at other times.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEM MANAGER AND ADDRESS:**

The General Counsel, Federal Election Commission, Washington, D.C. 20463, (202/219-3690).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Individual party litigants and counsel, court personnel and the Federal Election Commission.

**FEC 10****SYSTEM NAME:**

Letter file, Public Communications.

**SYSTEM LOCATION:**

Federal Election Commission, Washington, D.C. 20463.

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

Individuals who have written to the FEC requesting answers to specific questions.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Inquiries by individuals concerning the Federal Election Campaign Act of 1971, as amended.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

2 U.S.C. 438(a).

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

Response to inquiries.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her individual capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or

(d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or

(d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

**STORAGE:**

Paper files.

**RETRIEVABILITY:**

Name of individual.

**RETENTION AND DISPOSAL:**

Retained in-house for one year; shipped afterward to general storage.

**SYSTEM MANAGER AND ADDRESS:**

The Assistant Staff Director for Information, Federal Election Commission, Washington, D.C. 20463, (202/219-3440).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Individuals who request information in writing.

**FED 11**

**SYSTEM NAME:**

Contributor Name Index System.

**SYSTEM LOCATION:**

Federal Election Commission, Washington, D.C. 20463.

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

Individuals who have been listed on campaign finance reports as having given an aggregate amount in excess of \$200 or more in a calendar year to a Federal candidate or their supporting political committee.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

On-line disk storage electronic data processing index of names.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

2 U.S.C. 441a.

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

Commission staff and the public may use this system to ascertain whether and to what extent named individuals have made contributions to Federal candidates and political committees.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or

(d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Federal Election Commission to be relevant and necessary to the litigation provided, however, that in each case the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the

purpose for which the records were collected.

**ROUTINE USE OF AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or

(d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation, and the Federal Election Commission determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the agency determines that disclosure of the records is compatible with the purpose for which the records were collected.

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

**STORAGE:**

On-line disk storage electronic data.

**RETRIEVABILITY:**

Indexed by last name of contributor.

**SAFEGUARDS:**

Access to data is firewall protected. Retrieval data is copy of official data base retained on secure Commission system.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEM MANAGER AND ADDRESS:**

The Assistant Staff Director for Data Systems Development Division, Federal Election Commission, Washington, D.C. 20463, (202/219-3440).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Individual contributors.

**FEC 12****SYSTEM NAME:**

Inspector General Investigative Files.

**SYSTEM LOCATION:**

Federal Election Commission,  
Washington, D.C. 20463.

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

Individuals who are the subjects of complaints.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Complaints, referrals from other agencies, investigative notes, interviews, reports, interrogatories and responses thereto.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Inspector General Act Amendments of 1988, Pub. L. 100-504, amending the Inspector General Act of 1978, Pub. L. 95-402, 5 U.S.C. app.

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

Material is maintained in the Office of Inspector General's (OIG) investigative files. Access to files is restricted to OIG Staff and then on a need to know basis. Criminal violations are referred to the Justice Department.

**ROUTINE USE FOR DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:**

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such reports by the Department of Justice is deemed by the Inspector General to be relevant and necessary to the litigation provided, however, that in each case the Inspector General determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

**ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION:**

It shall be a routine use of records maintained by this agency to disclose

them in a proceeding before a court or adjudicative body before which the agency is authorized to appear when:

- (a) The agency, or any component thereof; or
- (b) Any employee of the agency in his or her official capacity; or
- (c) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or
- (d) The United States, where the agency determines that litigation is likely to affect the agency, or any of its components, is a party to litigation or has an interest in such litigation, and the Inspector General determines that, on a case-by-case basis, use of such records is relevant and necessary to the litigation, provided, however, that the Inspector General determines that disclosure of the records is compatible with the purpose for which the records were collected.

**SYSTEMS EXEMPTED:**

System exempt under 5 U.S.C. 552a(j)(2) and 5 U.S.C. 552a(k)(2). See 11 CFR Part 1.14.

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

Paper and computer records.

**RETRIEVABILITY:**

The records are retrieved by the name of the subject of the investigation or by a unique control number assigned to each investigation.

**SAFEGUARDS:**

The paper records and computer disks are kept in locked cabinets in limited access areas under personal surveillance during working hours and in locked cabinets in locked room at all other times.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEM MANAGER AND ADDRESS:**

The Inspector General, Federal Election Commission, Washington, D.C. 20463, (202/219-4267).

**NOTIFICATION PROCEDURES:**

Refer to Commission access regulations at 11 CFR 1.1 et seq., 41 FR 43064 (1976).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Complaints, subjects, third parties who have been requested to produce relevant information, referring agencies.

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

With respect to investigations, the system is exempt pursuant to 5 U.S.C. 552a(k)(2).

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**FEDERAL ELECTION COMMISSION**

[Notice 1997-18]

**Filing Dates for the Pennsylvania Special Election**

**AGENCY:** Federal Election Commission.

**ACTION:** Notice of filing dates for special election.

**SUMMARY:** Pennsylvania has scheduled a special election on May 19, 1998, to fill the U.S. House seat in the First Congressional District vacated by Ambassador Thomas Foglietta.

Committees required to file reports in connection with the Special General Election on May 19 should file a Year-End Report on January 31, 1998; an April Quarterly Report on April 15, 1998; a Pre-General Election Report on May 7, 1998; and a Post-General Election Report on June 18, 1998.

**FOR FURTHER INFORMATION CONTACT:**

Ms. Bobby Werfel, Information Division, 999 E Street, N.W., Washington, DC 20463, *Telephone:* (202) 219-3420; Toll Free (800) 424-9530.

**SUPPLEMENTARY INFORMATION:** All principal campaign committees of candidates who participate in the Pennsylvania Special General Election and all other political committees not filing monthly which support candidates in the Special Election shall file a Year-End Report on January 31, 1998, with coverage dates from the close of the last report filed, or the day of the committee's first activity, whichever is later, through December 31, 1997; an April Quarterly Report on April 15, 1998, with coverage dates from January 1 through March 31, 1998; a Pre-General Report on May 7, 1998, with coverage dates from April 1 through April 29, 1998; and a Post-General Report on June 18, 1998, with coverage dates from April 30 through June 8, 1998.