

Administration component requesting the contract.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0037

SYSTEM NAME:

General Criminal Investigations Files, HHS/SSA/OMB.

SYSTEM CLASSIFICATION:

None.

SYSTEM LOCATION:

Social Security Administration, Office of Management, Budget and Personnel, 6401 Security Boulevard, Baltimore, Maryland 21235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Suspected and reported violators of Federal and State criminal laws on Social Security Administration (SSA) property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative efforts to resolve reported crimes and evidence obtained.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 535 of Title 28, United States Code.

PURPOSE(S):

Information in this system is used to provide an official record of details of investigative efforts for use in administrative and/or criminal proceedings.

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

Disclosure may be made for routine uses as indicated below:

1. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.
 2. To the Department of Justice in the event of litigation where the defendant is:
 - (a) the Department of Health and Human Services (HHS), any component of HHS or any employee of HHS in his or her official capacity;
 - (b) the United States where HHS determines that the claim, if successful, is likely to directly affect the operations of HHS or any of its components; or
 - (c) any HHS employee in his or her individual capacity where the Justice Department has agreed to represent such employee;
- HHS may disclose such records as it deems desirable or necessary to the

Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected.

3. To the appropriate Federal, State, or local agency charged with the responsibility of investigating or prosecuting 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, if this system of records indicates that a violation may have occurred.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESS, DISPOSING, AND RETAINING RECORDS IN THE SYSTEM:

STORAGE:

The records are stored in heavy-weight Kraft files.

RETRIEVABILITY:

Files in this system are indexed and retrieved alphabetically by name.

SAFEGUARDS:

Access to files is limited to Protective Security Section employees only. The files are maintained in fireproof, locked, steel cabinets. Also, employees periodically are briefed on Privacy Act requirements and SSA confidentiality rules, including the criminal sanctions for unauthorized disclosure of or access to personal records. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

Files in this system are destroyed by shredding 3 years after final action.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Protective Security Branch, Office of Management, Budget and Personnel, 6401 Security Boulevard, Baltimore, Maryland 21235.

NOTIFICATION PROCEDURE:

An individual can determine if this system contains a record about him/her by writing to the System Manager at the above address. The request should contain his or her full name, date of birth and work location in SSA. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD ACCESS PROCEDURES:

Per 5 U.S.C. 552a(k)(2), the records in this system generally are exempt from access by the individual named in the records. However, access will be granted to information which is a matter of public record or documents furnished

by the individual. Also, requestors should reasonably specify the record contents they are seeking. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Also, requestors should reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD SOURCE CATEGORIES:

Information in this system is derived from interviews of persons believed knowledgeable about crimes under investigation who furnish relevant facts which can serve to identify possible violators and secure the conviction of the guilty.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Exemption of this system to the access provisions is claimed under section (k)(2) of the Privacy Act inasmuch as these records are investigatory materials compiled for law enforcement in anticipation of criminal proceeding. (See page 47413 of Federal Register of 8/8/75, Vol. 40, No. 196, Part V).

09-60-0038

SYSTEM NAME:

Employee Identification Card Files, HHS/SSA-OMB.

SYSTEM CLASSIFICATION:

None.

SYSTEM LOCATION:

Office of Management, Budget and Personnel, 6401 Security Boulevard, Baltimore, Maryland 21235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Social Security employees and non-Social Security employees who require continuous access to buildings; (e.g. employees of vendors and contractors).

CATEGORIES OF RECORDS IN THE SYSTEM:

Information relative to issuance of identification cards (e.g., name, Social Security number, office location, office telephone number, color code for type of pass and agency or firm name).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property Management Regulations, 41 CFR 101-20. 302—Admission to Property.

PURPOSE(S):

Employee identification cards are used and required for admission to Social Security buildings. The file of application forms verify issue of an identification card to an employee and verify prior issuance in the event of loss or theft of the card.

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

Disclosure may be made for routine uses as indicated below:

1. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.

2. To the Department of Justice in the event of litigation where the defendant is:

(a) The Department of Health and Human Services (HHS), any component of HHS or any employee of HHS in his or her official capacity;

(b) The United States where HHS determines that the claim, if successful, is likely to directly affect the operations of HHS or any of its components; or

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

HHS may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected.

3. To the Internal Revenue Service, Department of the Treasury, as necessary, for the purpose of auditing the Social Security Administration's compliance with safeguard provisions of the Internal Revenue Code of 1954, as amended.

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

Information is maintained on paper forms.

RETRIEVABILITY:

Records are indexed and retrieved alphabetically by name.

SAFEGUARDS:

The records are stored in locked files. Access to the records is limited to those employees who have a need for them in

the Performance of their official duties. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employes to protect personal records.)

RETENTION AND DISPOSAL:

The information provided on forms is retained for the length of service of the individual and then destroyed by shredding; picture passes, once surrendered, also are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Protective Service Branch, Office of Management, Budget and Personnel, 6401 Security Boulevard, Baltimore, Maryland 21235.

NOTIFICATION PROCEDURE:

An individual can determine if this system contains a record pertaining to him or her by contacting the following address: Chief, Employee Services Section, Office of Management, Budget and Personnel, 6401 Security Boulevard, Baltimore, Maryland 21235.

When requesting notification or access to records in this system, the individual should provide his/her full name, date of birth and work location with SSA. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD ACCESS PROCEDURE:

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD SOURCE CATEGORIES:

Information in these files is received from the Division of Personnel and Training Operations, individual employees, contractors and vendors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0040

SYSTEM NAME:

Quality Review System, HHS/SSA/OA.

SYSTEM CLASSIFICATION:

None.

SYSTEM LOCATION:

Social Security Administration, Office of Systems, 6401 Security Boulevard, Baltimore, Maryland 21235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Randomly selected applicants for and/or beneficiaries of:

a. Supplemental Security Income (SSI) payments under title XVI of the Social Security Act. Records of some SSI beneficiaries may have been transferred from State welfare rolls for aid to the aged, blind, and disabled.

b. Retirement, Survivors, and Disability insurance benefits under title II of the Social Security Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

a. Supplemental Security Income Quality Review: Quality Review Data Base, selected casefile, contingency sample master file, quality assurance universe file, designated case file, designated case transmission file, designated case extract file, and sample control list. These records may contain: Social Security number, State and county of residence, type of claim, information regarding federally administered supplementation payments, Social Security claims numbers, living arrangements and family composition, income and medical information, sex, race, resources, third party contacts, and indications of processing errors.

b. Retirement and Survivors Insurance and Disability Insurance Quality Review: These records contain information regarding Federal payments and other information listed in (a) above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 205(a), 1631(d), and 1631(e) of the Social Security Act.

PURPOSE(S):

The Quality Review Data Base is used for accumulating and tabulating data to determine the accuracy of the entitlement status of applicants/beneficiaries and of benefit amounts paid under the Retirement and Survivors Insurance program and the Disability Insurance program, and the eligibility status of applicants/beneficiaries and of benefit amounts paid under the Supplemental Security Income program. Title XVI data also are used to calculate Federal fiscal liability case and gross dollar error rates for State supplementation funds administered by