

person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

If notification is requested by telephone, an individual must verify his/her identity by providing identifying information that parallels information in the record to which notification is being requested. If it is determined that the identifying information provided by telephone is insufficient, the individual will be required to submit a request in writing or in person. If an individual is requesting information by telephone on behalf of another individual, the subject individual must be connected with SSA and the requesting individual in the same phone call. SSA will establish the subject individual's identity (his/her name, SSN, address, date of birth and place of birth, along with one other piece of information, such as mother's maiden name) and ask for his/her consent in providing information to the requesting individual.

If a request for notification is submitted by mail, an individual must include a notarized statement to SSA to verify his/her identity or must certify in the request that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

RECORD ACCESS PROCEDURES:

Same as Notification procedures. Requester should also reasonably identify the record, specify the record contents being sought, and state time and brief description of the accident in which they were involved. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

CONTESTING RECORD PROCEDURES:

Same as Notification procedures. Requester should also reasonably identify the record, specify the information they are contesting and the corrective action sought, and the reasons for the correction, with supporting justification showing how the record is incomplete, untimely, inaccurate or irrelevant. These procedures are in accordance with SSA Regulations (20 CFR 401.65(a)).

RECORD SOURCE CATEGORIES:

The information in this system is obtained from the following sources: (1) The individual to whom the record

pertains; (2) witnesses to the accident; (3) investigation officials (Federal, State, local); (4) medical personnel seeing the individual as a result of the accident; (5) supervisory personnel; (6) reviewing officials; (7) personnel offices; (8) investigative material furnished by Federal, State, or local agencies; and (9) on site observations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

None.

SYSTEM NUMBER: 60-0230

SYSTEM NAME:

Social Security Administration Parking Management Record System, Social Security Administration, Deputy Commissioner for Finance, Assessment and Management, Office of Facilities Management.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Social Security Administration, Office of Facilities Management, Room 1-M-25 Operations Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Headquarters Social Security Administration (SSA) employees as well as any carpool member, contractor, vendor or building tenant utilizing SSA Headquarters parking facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system includes the following information on all persons applying for a parking permit and those that may have received a parking citation: Name, office room number, office phone number, agency, home address, and automobile registration number, and where applicable, physician's statement in support of handicapped parking assignments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949, as amended, 63 Statute 377, 390 (see 40 U.S.C. 471, 486 and 41 CFR 101-20.104-2).

PURPOSE(S):

To establish policy governing the acquisition and allocation of Federal parking facilities and the establishment and determination of charges to be paid for the use of such parking by Federal employees, contractor employees and other facility tenants. The purpose of the SSA Parking Policy is to provide standards for apportionment and assignment of parking spaces on SSA-managed and SSA-controlled property

and on property assigned to SSA by the General Services Administration or any other agency and to allocate and check parking spaces assigned to government vehicles, visitors, handicapped personnel, key personnel, carpools and others.

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

Disclosure may be made for routine use as indicated below:

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

2. To the Department of Justice (DOJ), a court or other tribunal, or another party before such tribunal, when:

(a) The Social Security Administration (SSA), or any component thereof; or

(b) Any SSA employee in his/her official capacity; or

(c) Any SSA employee in his/her individual capacity where DOJ (or SSA where it is authorized to do so) has agreed to represent the employee; or

(d) The United States or any agency thereof where SSA determines that the litigation is likely to affect the operations of SSA or any of its components, is a party to the litigation or has an interest in such litigation, and SSA determines that the use of such records by DOJ, a court or other tribunal, or another party before tribunal, is relevant and necessary to the litigation, provided, however, that in each case, SSA determines that such disclosure is compatible with the purpose for which the records were collected.

3. To student volunteers, individuals working under a personal services contract, and other workers who technically do not have the status of Federal employees, when they are performing work for the Social Security Administration (SSA), as authorized by law, and they need access to personally identifiable information in SSA records in order to perform their assigned Agency functions.

4. To the General Services Administration and the National Archives Records Administration (NARA) under 44 U.S.C. 2904 and 2906, as amended by the NARA Act of 1984, information which is not restricted from disclosure by Federal law for the use of those agencies in conducting records management studies.

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

Records are maintained in automated format (e.g., on magnetic tapes, disks), and in paper form (e.g., binders in file cabinets).

RETRIEVABILITY:

Records are retrieved by name and the various categories of information described in the "categories of records" section above.

SAFEGUARDS:

Access to, and use of, these records is limited to personnel whose official duties require such access. Security Safeguards meet the requirements of SSA Systems Security Handbook. A minicomputer is maintained in a secured area with access limited to authorized personnel. Computer tapes and disc are stored in locked cabinets. Access http://www.socialsecurity.gov/foia/bluebook/app_g.htm for additional information relating to SSA data security measures.

RETENTION AND DISPOSAL:

Superseded materials are maintained by the SSA Protective Security Officer for historical purposes and the control purpose has been met and the records are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS(ES):

Director, Office of Protective Security Services, Social Security Administration, 1-M-25 Operations Building, 6401 Security Boulevard, Baltimore, Maryland 21235-6401.

NOTIFICATION PROCEDURES:

An individual can determine if this system contains a record about him/her by writing to the system manager(s) at the above address and providing his/her name, SSN or other information that may be in the system of records that will identify him/her. An individual requesting notification of records in person should provide the same information, as well as provide an identity document, preferably with a photograph, such as a driver's license or some other means of identification. If an individual does not have any identification documents sufficient to establish his/her identity, the individual must certify in writing that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

If notification is requested by telephone, an individual must verify

his/her identity by providing identifying information that parallels information in the record to which notification is being requested. If it is determined that the identifying information provided by telephone is insufficient, the individual will be required to submit a request in writing or in person. If an individual is requesting information by telephone on behalf of another individual, the subject individual must be connected with SSA and the requesting individual in the same phone call. SSA will establish the subject individual's identity (his/her name, SSN, address, date of birth and place of birth, along with one other piece of information, such as mother's maiden name) and ask for his/her consent in providing information to the requesting individual.

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RECORD ACCESS PROCEDURES:

Same as Notification procedures. Requesters should also reasonably specify the record contents they are seeking. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

CONTESTING RECORD PROCEDURES:

Same as Notification procedures. Also, requesters should reasonably identify the record, specify the information they are contesting and the corrective action sought, and the reasons for the correction, with supporting justification showing how the record is incomplete, untimely, inaccurate or irrelevant. These procedures are in accordance with SSA Regulations (20 CFR 401.65(a)).

RECORD SOURCE CATEGORIES:

Records are developed from information supplied by applicants for parking permits and, for handicapped parking assignments, by physicians and supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

None.

SYSTEM NUMBER: 60-0231**SYSTEM NAME:**

Financial Transactions of SSA Accounting and Finance Offices, Social

Security Administration, Deputy Commissioner for Finance, Assessment and Management, Office of Financial Policy and Operations.

SYSTEM CLASSIFICATION:

None.

SYSTEM LOCATION:

Deputy Commissioner for Finance, Assessment and Management, 800 Altmeyer Building, 6401 Security Boulevard, Baltimore, Maryland 21235.

Travel vouchers submitted for reimbursement of travel and other expenditures while on official business may also be maintained at the administrative office of the Social Security Administration (SSA) employee's unit of work. Records concerning delinquent debts may also be maintained at the program office or by designated claims officers apart from the finance office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who receive a payment from SSA finance offices and all persons owing monies to these offices. Persons receiving payments include, but are not limited to, travelers on official business, contractors, grantees and consultants. Persons owing monies include, but are not limited to, persons who have been overpaid and who owe SSA a refund and persons who have received from SSA goods or services for which there is a charge or fee (e.g., Freedom of Information Act requesters).

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security number (SSN), address, employer identification numbers (EINs), purpose of payment, accounting classification and amount paid. Also, in the event of an overpayment, and for delinquent grants, the amount of the indebtedness, the repayment status and the amount to be collected.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Budget and Accounting Act of 1950 (Pub. L. 81-784), Debt Collection Act of 1982 (Pub. L. 97-365).

PURPOSE(S):

These records are an integral part of SSA's accounting system. The records are used to track payments to individuals, exclusive of salaries and wages, based upon prior entry into the systems of the official commitment and obligation of government funds. When an individual is to repay funds advanced, the records will be used to establish a receivable record and to track repayment status. In the event of an overpayment to an individual, the