

The data system has an internal mechanism to restrict access to authorized officials. Hard-copy records are held in steel cabinets, with access limited by visual controls and/or lock system. During normal working hours, files are attended by responsible officials; files are locked up during non-working hours. The building is patrolled by uniformed security guards.

RETENTION AND DISPOSAL:

Hard-copy records are returned to the agency which had contracted for servicing or collection with FMS at the time an individual account is resolved through collection, compromise, or write-off/close out or at the agency's request. Summary information, such as results of collection action undertaken, for the purpose of producing management reports is retained for a period of five (5) years.

SYSTEM MANAGER AND ADDRESS:

System Manager, Debt Collection Operations Staff, Financial Management Service, 401 14th Street SW., Washington, DC 20027.

NOTIFICATION PROCEDURE:

Inquiries under the Privacy Act of 1974 shall be addressed to the Disclosure Officer, Financial Management Service, 401 14th Street, SW, Washington, DC 20227. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The System Manager will advise as to whether FMS maintains the record requested by the individual.

RECORD ACCESS PROCEDURES:

Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Disclosure Officer. All

individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR part 1, subpart C, appendix G, concerning requirements of this Department with respect to the Privacy Act of 1974.

CONTESTING RECORD PROCEDURES:

See "Record Access Procedures" above.

RECORD SOURCE CATEGORIES:

Information in this system of records is obtained from the individual or entity, creditor agencies, Federal employing agency, collection agencies, credit bureaus, and Federal, state and local agencies furnishing identifying information and/or address of debtor information.

EXEMPTIONS CLAIMS FOR THE SYSTEM:

None.

[FR Doc. 95-650 Filed 1-10-95; 8:45 am]

BILLING CODE 4810-35-M