

is to cover only United States Citizens and lawful permanent residents who are included in this information system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Paper Files: The system contains the individual case files of prisoners who have applied for or been granted transfers to serve the balance of their sentences in their native countries. This includes both United States citizens who have applied to return to the United States and foreign nationals who have applied to be transferred to foreign countries. The system may include, but is not limited to, the following information: The application for transfer; investigatory material; court-related documents; prison progress reports; media reports; official and other correspondence; and interagency and intra-agency reports and recommendations and decisional documents relating to individual transfer matters.

Computerized Records: The system also includes an automated database for tracking the handling of prisoner transfer cases from application to final action. Information used to track such progress may include, but is not limited to, the prisoner's name, social security number, birth date, place of birth, offenses and sentencing information and other case-related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The system is maintained to implement the provisions of 18 U.S.C. 4100 *et. seq.* The records maintained in the system are used to evaluate international prisoner transfer applications to determine whether a particular application should be granted or denied, to respond to inquiries regarding transfer applications and determinations, to respond to subsequent litigation relating to prisoner transfer determinations and/or the validity of prisoner consent, and to permit periodic reports to Congress and others on matters relating to international prisoner transfers.

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

Records, or information derived therefrom, in this system of records may be disclosed to the following:

- (a) In appropriate proceedings before a court, grand jury, or administrative or regulatory body when records are determined by the Department of Justice, or the adjudicator, to be arguably relevant to the proceeding.
- (b) A State, territorial, local or foreign government, at its request, when the record relates to one of its past or present prisoners.

(c) Such recipients and under such circumstances and procedures as are authorized by Federal statute or treaty.

(d) An appropriate Federal, State, territorial, local, foreign, or tribal law enforcement authority or other appropriate agency charged with the responsibility for investigating or prosecuting a violation or potential violation of law (whether civil, criminal, or regulatory in nature).

(e) A Federal, State, territorial, local, foreign or tribal agency, including prosecution, corrections, sentencing, or parole authorities, in order to assist in the execution of appropriate actions necessary to implement an international prisoner transfer decision, or in the performance of its official duties.

(f) Any Federal government agency for all purposes relating to the monitoring and control of entry of individuals into the United States.

(g) The news media and the public pursuant to 28 CFR 50.2, unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

(h) A Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

(i) The National Archives and Records Administration and the General Services Administration for records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

(j) Current and former government employees, including law enforcement and judicial authorities, whose comments on a particular prisoner transfer matter are solicited by the International Prisoner Transfer Unit in connection with its investigation and review of such a case, in order to enable such persons to formulate a response to the request.

(k) Contractors, grantees, experts, consultants, students and others performing or working on a contract, service, grant cooperative agreement or other assignment for the Federal government, when necessary to accomplish an agency function related to this system of records.

(l) Former employees of the Department of Justice for purposes of responding to an official inquiry by a Federal, State or local government entity or professional licensing authority, in accordance with applicable Department regulations; or facilitating communications with a former employee that may be necessary for

personnel-related or other official purposes where the Department requires information and/or consultation assistance from the former employee regarding a matter within that person's former area of responsibility.

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

STORAGE:

Electronic data is stored in electronic media via a configuration of client/server and personal computer. Computerized records are stored on hard disk, floppy diskettes, or compact disks. Paper records and electronic media recordings of prisoner transfer consent verification hearings are stored in individual file folders and file cabinets with controlled access, and/or other appropriate GSA approved security containers.

RETRIEVABILITY:

Individual case files are retrieved by a file number assigned to each individual who applies for or is granted a transfer. Information stored in the computerized case tracking system is retrieved primarily by searching under the name and/or Federal Bureau of Prisons' register number, or other inmate number, assigned to the person who applied for or was granted a transfer.

SAFEGUARDS:

Paper records are secured through the use of safes and/or restricted access to the space in which files are located. Electronic records are safeguarded in accordance with DOJ rules and policies governing automated systems security and access, including the maintenance of technical equipment in restricted areas and the required use of individual passwords and user identification codes to access the system.

RETENTION AND DISPOSAL:

Individual case files are stored in the International Prisoner Transfer Unit's work area while the prisoner transfer request is pending, and generally for up to three years after the date of closing. Cases are closed upon completion of prisoner transfer, denial of transfer, or prisoner withdrawal of request to transfer. Thereafter, files are transferred to the Washington National Records Center in Suitland, Maryland or other designated records center. In accordance with Records Disposition Authority N1-60-93-16, all case files are retained for not less than thirty years after being closed. Thereafter, files may be destroyed, except that specific files, designated as significant because of