

individual to determine if a system of records contains information about him/her should be directed to the Director, Headquarters Freedom of Information Act and Privacy Act Group, U. S. Department of Energy, or the Privacy Act Officer at the appropriate address identified above under "System Locations." For records maintained by Laboratory or Area Office, request should be directed to the Privacy Act Officer at the Operations Office that has jurisdiction over that office or facility. The request should include the requester's complete name, time period for which records are sought, and the office location(s) where the requester believes the records are located.

#### RECORDS ACCESS PROCEDURES:

Same as Notification Procedures above. Records are generally kept at locations where the work is performed. In accordance with the DOE Privacy Act regulation, proper identification is required before a request is processed.

#### CONTESTING RECORD PROCEDURES:

Same as Notification Procedures above.

#### RECORD SOURCE CATEGORIES:

Subject individuals; individuals and organizations that have pertinent knowledge about the subject; those authorized by the individual to furnish information; confidential informants; the Department of Justice; Federal Bureau of Investigation (FBI); and other Federal, State, and local agencies.

#### SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

This system is exempt under (j)(2) of the Privacy Act to the extent that the information within the system meets the criteria of those subsections of the Act. Such information has been exempted from the provisions of subsections: (c)(3) and (4), (d)(1), (2), (3), and (4), (e)(1), (2), and (3), (e)(4) (G) and (H), (e)(5) and (8), (f), (g) of the Act; see the Department's Privacy Act regulation at Title 10, Code of Federal Regulations part 1008.

This system is exempt under (k)(1), (k)(2), and (k)(5) of the Privacy Act, to the extent that information within the System meets the criteria of those subsections of the Act. Such information has been exempted from the provisions of subsections (c)(3), (d), and (e)(1), (e)(4) (G), (H) and (f) of the Act; See the Department's Privacy Act regulation at Title 10, Code of Federal Regulations, part 1008.

#### DOE-55

##### SYSTEM NAME:

Freedom of Information and Privacy Act (FOIA/PA) Requests for Records.

##### SECURITY CLASSIFICATION:

Unclassified.

##### SYSTEM LOCATION:

U.S. Department of Energy (Headquarters), 1000 Independence Avenue, SW., Washington, DC 20585.

U.S. Department of Energy, NNSA Service Center Albuquerque, PO Box 5400, Albuquerque, NM 87185-5400.

U.S. Department of Energy, Bonneville Power Administration, PO Box 3621, Portland, OR 97208.

U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439.

U.S. Department of Energy, Grand Forks Energy Technology Center, PO Box 8213, University Station, Grand Forks, ND 58201.

U.S. Department of Energy, Idaho Operations Office, 850 Energy Drive, Idaho Falls, ID 83401.

U.S. Department of Energy, National Energy Technology Laboratory (Morgantown), 3610 Collins Ferry Road, Morgantown, WV 26507-0940.

U.S. Department of Energy, National Energy Technology Laboratory (Pittsburgh), PO Box 10940, Pittsburgh, PA 15122.

U.S. Department of Energy, National Petroleum Technology Office, William Center Tower One, 1 West Third Street, Suite 1400, Tulsa, OK 74103.

U.S. Department of Energy, NNSA Service Center Nevada, PO Box 98518, Las Vegas, NV 89193-8518.

U.S. Department of Energy, Oak Ridge Operations Office, PO Box E, Oak Ridge, TN 37830.

U.S. Department of Energy, Ohio Field Office, 1 mound Road, Miamisburg, OH 45342.

U.S. Department of Energy, Pittsburgh Naval Reactors, PO Box 109, Pittsburgh, PA 15122.

U.S. Department of Energy, Richland Operations Office, PO Box 550, Richland, WA 99352.

U.S. Department of Energy, San Francisco Operations Office, 1333 Broadway, Oakland, CA 94612.

U.S. Department of Energy, Savannah River Operations Office, PO Box A, Aiken, SC 29801.

U.S. Department of Energy, Schenectady Naval Reactors Office, PO Box 1069, Schenectady, NY 12301.

U.S. Department of Energy, Southeastern Power Administration, 1166 Athens Tech Road, Elberton, GA 30635-4578.

U.S. Department of Energy, Southwestern Power Administration, Williams Tower One, One West Third Street, Tulsa, OK 74103.

U.S. Department of Energy, Western Area Power Administration, PO Box 3402, Golden, CO 80401.

U.S. Department of Energy, Office of Repository Development, PO Box 364629, North Las Vegas, NV 89036-8629.

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

Individuals requesting copies of records from Department of Energy (DOE) and the National Nuclear Security Administration (NNSA) under the provisions of the FOIA and the Privacy Act (PA) of 1974.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, and telephone number; description or identification of records requested, furnished and/or denied; FOIA and PA division employee assigned responsibility for processing request; dates of request and actions; interim and final actions taken on request; persons or offices assigned actions on requests; copy of records requested, furnished and/or denied; fee data, including payment delinquencies; final determinations of appeals; name/title of officials responsible for denial of records; and case notes.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 7101 *et seq.*; 50 U.S.C. 2401 *et seq.*; Freedom of Information Act 5 U.S.C. 552, and the Privacy Act of 1974, 5 U.S.C. 552a.

#### PURPOSE(S):

The records are used and maintained by the Department to record, control, and determine the status of FOIA and PA requests; produce statistical reports; and as a data source for management information.

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

1. A record from this system of records may be disclosed to another Federal agency when consultation or referral is required to process requests.

2. A record from this system may be disclosed as a routine use in court or administrative proceedings to the tribunals, counsel, other parties, witnesses, and the public (in publicly available pleadings, filings or discussion in open court) when such disclosure: (1) Is relevant to, and necessary for, the proceeding; and (2) is compatible with the purpose for which the Department collected the records; and (3) the proceedings involve: