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U.S. Department of Energy, Bartlesville Energy Technology Center, PO Box 1398, Bartlesville, OK 74003.

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, Los Alamos Site Office, 528 35th Street, Los Alamos, NM 87544.

U.S. Department of Energy, National Energy Technology Laboratory (Morgantown), PO Box 880, Morgantown, WV 26505.

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, NNSA Service Center Oakland, 1301 Clay Street, Oakland, CA 94162-5208.

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, Rocky Flats Field Office, 10808 Highway 93, Unit A, Golden, CO 80403-8200.

U.S. Department of Energy, NNSA Service Center Oakland, 1301 Clay Street, Oakland, CA 94612-5208.

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:**

Current Members of Congress.

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, picture from Congressional Yellow Book, personal background obtained from published sources, demographic information by state or district, committee assignments, and information about energy interests obtained from published sources, information from member's office, abstracts from Congressional Record, committee hearings and other public sources.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301; Department of Energy Organization Act, including authorities incorporated by reference in Title III of the Department of Energy Organization Act; Executive Order 12009.

#### **PURPOSE(S):**

The information is maintained and used by the Department to maintain biographical data on all members of Congress, including a list of their sensitive energy issues or energy related legislation.

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

A record from this system of records may be disclosed to a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member with respect to the subject matter of the record. The member of Congress must provide a copy of the constituent's request for assistance.

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

##### **STORAGE:**

Records may be stored as paper records and electronic media.

##### **RETRIEVABILITY:**

Records may be retrieved by name.

##### **SAFEGUARDS:**

Paper records are maintained in locked cabinets and desks. Electronic records are controlled through established DOE computer center procedures (personnel screening and physical security), and they are

password protected. Passwords are known only by the system manager. Access is limited to those whose official duties require access to the records.

#### **RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the National Archives and Records Administration (NARA) General Records Schedule and DOE record schedules that have been approved by NARA.

#### **SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Secretary for Congressional and Intergovernmental Affairs, U.S. Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585.

#### **NOTIFICATION PROCEDURES:**

In accordance with the DOE regulation implementing the Privacy Act, at Title 10 Code of Federal Regulations, part 1008, a request by an 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 locations(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:**

Published sources, committee hearings, and the members' offices.

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

None.

#### **DOE-58**

#### **SYSTEM NAME:**

General Correspondence Files of the Office of the Secretary, Deputy Secretary and Under Secretary of Energy.