

bank that collects and deposits payments in a lockbox specifically used for crediting order payments to the National Archives Trust Fund. NARA may disclose certain order information to contractors acting as NARA agents that make reproductions of archival records. NARA also may disclose information in OFAS records for the processing of customer refunds to the General Services Administration (GSA), which provides NARA's financial and accounting system under a cross-servicing agreement.

The routine use statements A, E, and F, described in Appendix A apply to this system of records. Appendix A was published in the **Federal Register** on April 2, 2002 (67 FR 15592).

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

STORAGE:

Paper and electronic records.

RETRIEVABILITY:

Information in OFAS records may be retrieved by the name of the individual and/or the OFAS transaction number. The invoice number or zip code may also retrieve information in electronic records.

SAFEGUARDS:

During business hours, paper records are maintained in areas accessible only to authorized NARA personnel. Electronic records are accessible via passwords from terminals located in attended offices. Credit card information is compartmentalized so that it is available only to those NARA employees responsible for posting and billing credit card transactions. After hours, buildings have security guards and/or doors are secured and all entrances are monitored by electronic surveillance equipment.

RETENTION AND DISPOSAL:

OFAS records are temporary records and are destroyed in accordance with the disposition instructions in the NARA records schedule contained in FILES 203, the NARA Files Maintenance and Records Disposition Manual. Individuals may request a copy of the disposition instructions from the NARA Privacy Act Officer.

SYSTEM MANAGER(S) AND ADDRESS:

The system manager for OFAS records is: Assistant Archivist for Administrative Services (NA). The address for this location is listed in Appendix B following the NARA Notices.

NOTIFICATION PROCEDURE:

Individuals interested in inquiring about their records are to notify the NARA Privacy Act Officer at the address listed in Appendix B following the NARA notices.

RECORD ACCESS PROCEDURES:

Individuals who wish to gain access to their records are to submit their request in writing to the NARA Privacy Act Officer at the address listed in Appendix B.

CONTESTING RECORD PROCEDURES:

NARA rules for contesting the contents and appealing initial determinations are found in 36 CFR part 1202.

RECORD SOURCE CATEGORIES:

Information in OFAS records is obtained from customers, NARA employees or agents who are involved in the order process, and GSA employees who process refunds.

Appendix B

To inquire about your records or to gain access to your records, you should submit your request in writing to:

NARA Privacy Act Officer
Office of General Counsel (NGC)
National Archives at College Park
8601 Adelphi Road, Room
College Park, MD 20740-6001

If the system manager is the Assistant Archivist for Record Services—Washington, DC (NW), the records are located at the following address:

Office of Record Services—Washington, DC (NW)
National Archives at College Park
8601 Adelphi Road, Room 3400
College Park, MD 20740-6001

If the system manager is the director of a Presidential library, the records are located at the appropriate Presidential library, staff or project:

GEORGE BUSH LIBRARY
1000 George Bush Drive West
College Station, TX 77845

JIMMY CARTER LIBRARY
441 Freedom Parkway
Atlanta, GA 30307-1498

WILLIAM J. CLINTON PRESIDENTIAL MATERIALS PROJECT
1000 LaHarpe Boulevard
Little Rock, AR 72201

DWIGHT D. EISENHOWER LIBRARY
200 SE 4th Street
Abilene, KS 67410-2900

GERALD R. FORD LIBRARY
1000 Beal Avenue
Ann Arbor, MI 48109-2114

HERBERT HOOVER LIBRARY
210 Parkside Drive
P.O. Box 488
West Branch, IA 52358-0488

LYNDON B. JOHNSON LIBRARY
2313 Red River Street

Austin, TX 78705-5702

JOHN F. KENNEDY LIBRARY
Columbia Point
Boston, MA 02125-3398

NIXON PRESIDENTIAL MATERIALS STAFF
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

RONALD REAGAN LIBRARY
40 Presidential Drive
Simi Valley, CA 93065-0600

FRANKLIN D. ROOSEVELT LIBRARY
4079 Albany Post Road
Hyde Park, NY 12538-1999

HARRY S. TRUMAN LIBRARY
500 West U.S. Highway 24
Independence, MO 64050-1798

OFFICE OF PRESIDENTIAL LIBRARIES
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

If the system manager is the director of a regional records services facility, the records are located at the appropriate regional records services facility:

NARA's Pacific Alaska Region (Anchorage)
654 West Third Avenue
Anchorage, Alaska 99501-2145

NARA's Southeast Region (Atlanta)
1557 St. Joseph Avenue
East Point, Georgia 30344-2593

NARA's Northeast Region (Boston)
Frederick C. Murphy Federal Center
380 Trapelo Road
Waltham, Massachusetts 02452-6399

NARA's Great Lakes Region (Chicago)
7358 South Pulaski Road
Chicago, Illinois 60629-5898

NARA's Great Lakes Region (Dayton)
3150 Springboro Road
Dayton, Ohio 45439-1883

NARA's Rocky Mountain Region (Denver)
Bldg. 48, Denver Federal Center
West 6th Avenue and Kipling Street
Denver, Colorado 80225-0307

NARA's Southwest Region (Fort Worth)
501 West Felix Street, Building 1
Fort Worth, Texas 76115-3405

NARA's Central Plains Region (Kansas City)
2312 East Bannister Road
Kansas City, Missouri 64131-3

NARA's Pacific Region (Laguna Niguel, CA)
24000 Avila Road, 1st Floor, East Entrance
Laguna Niguel, California 92677-3497

NARA's Central Plains Region (Lee's Summit, MO)
200 Space Center Drive
Lee's Summit, Missouri 64064-1182

NARA's Northeast Region (New York City)
201 Varick Street
New York, New York 10014-4811

NARA's Mid Atlantic Region (Center City Philadelphia)
900 Market Street

Philadelphia, Pennsylvania 19107-4292
NARA's Mid Atlantic Region (Northeast Philadelphia)

14700 Townsend Road
Philadelphia, Pennsylvania 19154-1096
NARA's Northeast Region (Pittsfield, MA)

10 Conte Drive
Pittsfield, Massachusetts 01201-8230