

purposes, as well as for historical purposes. Cooperative Extension Service (CES) employee records are permanently maintained in the CES Personnel Information System database of CSREES. This database contains personnel information dated since 1922 and is maintained by the Agricultural Research Service, Human Resources Division.

The purposes of this revision to the system of records are to change the designation from USDA/ES-3 to USDA/CSREES-3; reflect organizational changes; identify changes to system location, categories of records in the system, safeguards, system manager address, and storage; and add three routine uses.

The authorities for maintaining this system of records are 7 U.S.C. 341, *et seq.*

Use of this system, as established, should not result in infringement of any individual's right to privacy. While the information in this system will be made available to MSB-HRD staff, Department of Justice, Federal, State and local agencies, and Members of Congress as necessary, all individuals about whom information in this system is maintained will voluntarily submit the information for the purpose of generating the annual Salary Analyses Report.

Authorization must be obtained from the Administrator, CSREES, or the Chief Metropolitan Services Branch (MSB), Human Resources Division (HRD), Agricultural Research Service, before information is released. All printed matter is kept in locked rooms.

The system provides for three new routine use releases, as follows:

Routine use 1 permits disclosure to the Department of Justice when the agency or any component thereof, or any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee, or the United States Government is a party to a litigation or has an interest in such litigation and it is determined that the records are both relevant and necessary to the litigation.

Routine use 2 permits disclosure to an appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting a violation of law or rule, regulation, or order issued when information available indicates a violation or potential violation of law.

Routine use 3 permits disclosure in response to a request for discovery or appearance of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or criminal proceeding or in response to a subpoena issued in a

proceeding before a court or adjudicative body, to the extent that the records requested are relevant to the proceedings.

The revised system of records will not be exempt from any provisions of the Privacy Act.

USDA/CSREES-3

SYSTEM NAME:

State Cooperative Extension Service Employees, USDA-CSREES-3.

SYSTEM LOCATION:

USDA-ARS-HRD-MSB, CES Team, Portals Building, 1280 Maryland Avenue, SW, Washington, DC 20024.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All professional employees of the State Cooperative Extension Service from 1968 to present.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel and payroll information on professional Cooperative Extension Service employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

7 U.S.C. 341, *et seq.*

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

Records in this system may be disclosed to: (1) The Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States Government is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records; (2) an appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting a violation of law or rule, regulation, or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant to such statute; (3) in response to a request for discovery or appearance of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or criminal proceeding or in

response to a subpoena issued in a proceeding before a court or adjudicative body, to the extent that the records requested are relevant to the proceedings; and (4) a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.

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

STORAGE:

Records are maintained in an electronic database at the USDA-ARS-HRD-MSB, Portals Building, 1280 Maryland Avenue, SW, Washington, DC 20024.

RETRIEVABILITY:

Records can be retrieved by social security number or other unique State identifying number.

SAFEGUARDS:

Authorization must be obtained from the Administrator, CSREES, or the Chief, MSB-HRD, ARS, before information is released. All printed matter is kept in locked rooms.

RETENTION AND DISPOSAL:

Records are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Personnel and Data Information Specialist, USDA-ARS-HRD-MSB, CES Team, Portals Building, 1280 Maryland Avenue, SW, Washington, DC 20024.

NOTIFICATION PROCEDURES:

Any individual may gain access to a record in the system that pertains to such individual by submitting a written request to the System Manager.

RECORD ACCESS PROCEDURES:

Any individual may obtain information as to the procedures for gaining access to a record in the system that pertains to such individual by submitting a written request to the System Manager.

CONTESTING RECORD PROCEDURES:

Any individual may contest a record in the system that pertains to such individual by submitting written information to the System Manager.

RECORD SOURCE CATEGORIES:

Information in this system comes primarily from the employee with additional data provided by the employee's personnel office.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.