

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

15 U.S.C. 1512.

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

(1) A record from this system of records may be disclosed to the Trade Promotion Coordination Committee (TPCC) partner agencies trade professionals.

(2) In the event that a system of records maintained by the Department to carry out its functions indicates a violation or potential violation of law or contract, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute or contract, or rule, regulation, or order issued pursuant thereto, or the necessity to protect an interest of the Department, the relevant records in the system of records may be referred to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or contract, or rule, regulation or order issued pursuant thereto, or protecting the interest of the Department.

(3) A record from this system of records may be disclosed in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

(4) A record in this system of records may be disclosed to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.

(5) A record in this system of records may be disclosed to the Department of Justice in connection with determining whether disclosure thereof is required by the Freedom of Information Act (5 U.S.C. 552).

(6) A record in this system of records may be disclosed to a contractor of the Department having need for the information in the performance of the contract, but not operating a system of records within the meaning of 5 U.S.C. 552a(m).

(7) A record from this system of records may be disclosed to the Administrator, General Services, or his designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs, under authority of 44 U.S.C. 2904 and 2906. Such disclosure shall be made in

accordance with the GSA regulations governing inspection of records for this purpose, and any other relevant (*i.e.* GSA or Commerce) directive. Such disclosure shall not be used to make determinations about individuals.

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

Records are maintained in computer processible storage media, such as computer hard drives, magnetic disc, tape, in file folders, and on paper lists and forms.

**RETRIEVABILITY:**

Records are submitted to the system by registrants to *Export.gov*. Each registrant chooses a unique username and password that enables the registrant to retrieve and edit their record only. Registrant records are transferred (or retrieved) from the central database by participating Federal Trade Promotion Coordinating Committee Agencies (TPCC) via Simple Object Access Protocol (SOAP). The security of the data transmissions between agencies are protected through the use of an encryption key shared between the International Trade Administration and its partner agency(ies).

**SAFEGUARDS:**

Records and servers are located in a locked, climate controlled server room within the Department of Commerce. Access to this room and server is limited to those whose official duties require access.

**RETENTION AND DISPOSAL:**

All records shall be retained and disposed of in accordance with National Archives and Records Administration regulations (36 CFR Subchapter B—Records Retention); Departmental directives and comprehensive records schedules.

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

Same as listed under **SYSTEM LOCATION**.

**NOTIFICATION PROCEDURE:**

Information may be obtained from: Chief Information Office, International Trade Administration, U.S. Department of Commerce, 1401 Constitution Avenue, NW., Room 4800, Washington, DC 20230.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address as stated in the Notification section above.

**CONTESTING RECORD PROCEDURES:**

The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR part 4b. Use address contained in the notification section.

**RECORD SOURCE CATEGORIES:**

Information in this system is provided by the individual on whom the record is maintained.

Dated: December 11, 2003.

**Brenda Dolan,**

*Department of Commerce, , Freedom of Information/Privacy Act Officer.*

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**BILLING CODE 3510-25-P**

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**DEPARTMENT OF COMMERCE****Economic Development Administration****Award for Excellence in Economic Development—Request for Comments**

**ACTION:** Proposed Information Collection, comment request.

**SUMMARY:** The Department of Commerce, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed or continuing information collections, as required by the Paperwork Reduction Act of 1995, Public Law 104-13 (44 U.S.C. 350(C)(2)(A)).

**DATES:** Written comments must be submitted on or before February 17, 2004.

**ADDRESSES:** Direct all written comments to Diana Hyneck, Departmental Forms Clearance Officer, Department of Commerce, Room 6625, 14th and Constitution Avenue, NW., Washington, DC 20230.

**FOR FURTHER INFORMATION CONTACT:**

Requests for additional information or copies of the information collection instrument and instructions should be directed to Nat Wienecke, Deputy Assistant Secretary, Congressional Liaison, Program Research and Evaluation, Room 7824, Washington, DC 20230, telephone: (202) 482-5631.

**SUPPLEMENTARY INFORMATION****I. Abstract**

EDA provides a broad range of economic development assistance to help distressed communities design and implement effective economic development strategies. Part of this assistance includes disseminating