DISPOSING OF RECORDS IN THE SYSTEM:

CONTESTING RECORD PROCEDURES:
CFR 5b.5, including proof of identity.

requirements of the regulations at 34
steps outlined in the Notification
address listed above and follow the
RECORD ACCESS PROCEDURES:
CFR 5b.5, including proof of identity.

manager. Your request must meet the
system of records, contact the system
record exists regarding you in the
NOTIFICATION PROCEDURE:
20202.

400 Maryland Avenue, SW., Suite 2100
Center, U.S. Department of Education,
Item 25(a), 30(a).

Schedule 1, Civilian Personnel Records,
as set forth in the General Records
for 4 years after resolution of the case,
alter records within the system.

stringent security measures to control
All data bases are designed with
protected for individuals with access.

disclosure. Computers are password
require such access. Personnel screening
to-know'' and whose official duties
limited to those persons with a ''need­
Access to and use of these records are
limited to those persons with a “need­to­know” and whose official duties
require such access. Personnel screening
is employed to prevent unauthorized
disclosure. Computers are password
protected for individuals with access.
All data bases are designed with
stringent security measures to control

rough record users’ ability to access and
alter records within the system.

RETAILMENT AND DISPOSAL:
The IDR Center records are retained
for 4 years after resolution of the case,
as set forth in the General Records
Schedule 1, Civilian Personnel Records,
Item 25(a), 30(a).

SAFEGUARDS:
Access to and use of these records are
limited to those persons with a “need­to­know” and whose official duties
require such access. Personnel screening
is employed to prevent unauthorized
disclosure. Computers are password
protected for individuals with access.
All data bases are designed with
stringent security measures to control
individual users’ ability to access and
alter records within the system.

RECORD ACCESS PROCEDURES:
If you wish to gain access to records
regarding you in this system of records,
contact the system manager at the
address listed above and follow the
steps outlined in the Notification
Procedure. Your request must meet the
requirements of the regulations at 34
CFR 5b.5, including proof of identity.

CONTESTING RECORD PROCEDURES:
If you wish to contest the content of
a record in this system of records,
contact the system manager at the
address listed above. Your request must
meet the requirements of the regulations
at 34 CFR 5b.7, including proof of identity.

RECORD SOURCE CATEGORIES:
Information in this system of records
is supplied from the following sources:
Directly by the individual filing the
grievance, from information supplied by
the individual, by testimony of
witnesses, employee representatives
and/or Department employees/officials.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS
OF THE ACT:
None.

SAFEGUARDS:
Access to and use of these records are
limited to those persons with a “need­to­know” and whose official duties
require such access. Personnel screening
is employed to prevent unauthorized
disclosure. Computers are password
protected for individuals with access.
All data bases are designed with
stringent security measures to control
individual users’ ability to access and
alter records within the system.

RETAILMENT AND DISPOSAL:
The IDR Center records are retained
for 4 years after resolution of the case,
as set forth in the General Records
Schedule 1, Civilian Personnel Records,
Item 25(a), 30(a).

SAFEGUARDS:
Access to and use of these records are
limited to those persons with a “need­to­know” and whose official duties
require such access. Personnel screening
is employed to prevent unauthorized
disclosure. Computers are password
protected for individuals with access.
All data bases are designed with
stringent security measures to control
individual users’ ability to access and
alter records within the system.

RECORD ACCESS PROCEDURES:
If you wish to gain access to records
regarding you in this system of records,
contact the system manager at the
address listed above and follow the
steps outlined in the Notification
Procedure. Your request must meet the
requirements of the regulations at 34
CFR 5b.5, including proof of identity.

CONTESTING RECORD PROCEDURES:
If you wish to contest the content of
a record in this system of records,
and necessary to litigation or ADR, the
Department may disclose those records
as a routine use to the DOJ.
(c) Administrative Disclosures. If the
Department determines that disclosure
of certain records to an adjudicative
body before which the Department is
authorized to appear, an individual or
entity designated by the Department or
otherwise empowered to resolve or
mediate disputes is relevant and
necessary to the administrative
litigation, the Department may disclose
those records as a routine use to the
adjudicative body, individual, or entity.
(d) Parties, counsel, representatives
and witnesses. If the Department
determines that disclosure of certain
records to a party, counsel,
representative or witness in an
administrative proceeding is relevant
and necessary to the litigation, the
Department may disclose those records
as a routine use to the party, counsel,
representative or witness.
(3) Congressional Member Disclosure.
The Department may disclose records to
a member of Congress from the record
of an individual in response to an
inquiry from the member made at the
written request of that individual. The
Member’s right to the information is
greater than the right of the individual
who requested it.

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

STORAGE:
Records are maintained in hard-copy
filed in file cabinets and/or index cards.

RETRIEVABILITY:
For the most part records are
maintained in an alphabetical index by
name of the committees. Records from
the system are available to the staffs of
the respective Advisory Committees and
other Department staff on a “need-to-
know” basis. Uses include special
administrative reports; quarterly
alphabetical listings of past, present and
recommended members of Advisory
Committees; and other administrative
needs.

SAFEGUARDS:
Direct access to records is restricted to
authorized personnel through locked
files, rooms, and buildings, as well as
building pass and security guard sign-in
systems.

RETENTION AND DISPOSAL:
Retention is variable from one year to
permanently, depending upon
the type of record, e.g., names of former
members of advisory committees are
retained permanently. Certain records
are disposed of by referral to the Federal
Records Center. Others are disposed of
as trash by the system manager or office
of security depending upon the
confidentiality of the information
contained on the record.

SYSTEM MANAGER(S) AND ADDRESS:
Committee Management Officer,
Office of Intergovernmental and
Interagency Affairs, U.S. Department of
Education, 400 Maryland Avenue, SW.,
Room 5E330, Washington, DC 20202-3571.

NOTIFICATION PROCEDURE:
Same as above.

RECORD ACCESS PROCEDURES:
Same as notification procedures.
Requestors should also reasonably
specify the record contents, being
sought. These access procedures are in
accordance with Department
Regulations (34 CFR 5b.5(a)(2)).

CONTESTING RECORD PROCEDURES:
Contact the official at the address
specified under notification procedures,
and reasonably identify the record and
specify the information to be contested.
(These procedures are in accordance
with Department Regulations (34 CFR
5b.7).

RECORD SOURCE CATEGORIES:
The vast majority of information
contained in records on individuals is
obtained directly from the individual.
Other information in the form of
references and recommendations is
obtained from other private
individuals, program personnel, biographical
reference books, private organizations,
former employees, regional office of the
Department, Members of Congress, and
other government sources.

Additionally the system of records
contains information about members of
the public who have requested that they
receive various publications through the
inclusion of their names and addresses
on various mailing lists.

Information maintained on those
individuals who have requested
participation on mailing lists is limited to
name and mailing address.
Information maintained on individuals
who are past, present, or recommended

18–06–02

SYSTEM NAME:
Telephone Directory/Locator System.

SECURITY CLASSIFICATION:
None.

SYSTEM LOCATION:
Information Resource Center,
Intergovernmental and Interagency
Affairs, U.S. Department of Education,
Room 5E233, 400 Maryland Avenue,
SW., Washington, DC 20202-0498.

CATEGORIES OF INDIVIDUALS COVERED BY
THE SYSTEM:
This system contains records on
current employees of the Department,
vendors or other Federal employees
located in Department operating offices
and facility complexes.

CATEGORIES OF RECORDS IN THE SYSTEM:
This system contains records such as
first and last names, titles, agency office
addresses, program and principal office
agency mailing addresses, telephone
numbers, fax numbers, e-mail addresses,
and standard administrative codes for
departmental employees and other
individuals with access rights to the
Department’s Intranet. Names, phone
numbers, principal and program offices,
office addresses (building name,
address, room number, region), and e-
mail addresses are available via the
Department’s website.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

PURPOSE(S):
Records are used to develop and
maintain current employee locator and
directory listings. The locator listings
are used by the Department information
centers, employees, mail rooms, and
others specifically for the purpose of
locating employees and for routing mail.
The directory listings are used to
produce departmental telephone
directories on an as needed basis.

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

The Department of Education
(Department) may disclose information
contained in a record in this system of
records under the routine uses listed in
this system of records without the
consent of the individual if the
disclosure is compatible with the
purposes for which the record was
collected. These disclosures may be
made on a case-by-case basis or, if the
Department has complied with the
computer matching requirements of the
Act, under a computer matching
agreement.

(1) Litigation and Alternative Dispute
Resolution (ADR) Disclosures.
(a) Introduction. In the event that one
of the parties listed below is involved in
litigation or ADR, or has an interest in
litigation ADR, the Department may
disclose certain records to the parties
described in paragraphs (b), (c) and (d)
of this routine use under the conditions
specified in those paragraphs: