remedial actions have been imposed. No information will be released that would reveal a confidential source.

11. To the General Services Administration (GSA), after there is a final agency action to debar, for the purpose of distributing and publishing that decision to debar.

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

#### STORAGE:

Records are stored in file folders and on computer discs.

## RETRIEVABILITY:

Records are retrieved by name of the individual who is the subject of an allegation, inquiry or investigation.

#### SAFEGUARDS:

1. Authorized users: Extramural and intramural records in ORI are available to the system manager, to the Director, ORI, and to other appropriate ORI staff when they have a need to know. Records are available to the system manager, to the Deputy Director for Intramural Research, and to other appropriate HHS officials, including the Agency Research Integrity Liaison Officer (ARILOs), the Agency Intramural Research Integrity Officer (AIRIOs), and the Misconduct Program Officers (MPOs) located in the Bureaus, Centers, and Divisions of the NIH that are associated with the allegation, inquiry or investigation when there is a need to know in the performance of their duties.

2. Procedural safeguards: For records located in the ORI, access is strictly controlled by the system manager and the Director, ORI. For records located at the other sites, access is strictly controlled by the PHS Agency Heads, **Deputy Director for Intramural** Research, the ARILOs, the AIRIOs, AERIO, and MPOs and other appropriate PHS officials in their respective offices. HHS employees who receive disclosures from this system are informed that the information is confidential. All questions and inquiries from any party should be addressed to the system manager.

3. Physical safeguards: ORI records are kept in locked file cabinet in a room that is locked during non-working hours. Access to this room is restricted to specific personnel. The ORI office is

protected by access and intrusion alarms at the front and emergency entrances. Access to computer files are protected through passwords and user-invisible encryption. Special measures commensurate with the sensitivity of the record are taken to prevent unauthorized copying or disclosure of the records. Records at other locations are protected from unauthorized access by PHS Agency heads, the Deputy Director Intramural Research, the AERIO's ARILOS, MPOs, or AIRIOS.

#### RETENTION AND DISPOSAL:

Allegation, inquiry and investigative files are retained and disposed of in accordance with the OASH Record Control Schedule.

## SYSTEM MANAGER AND ADDRESS:

Director, Division of Research Investigations, Office of Research Integrity, Rockwall II, Suite 700, 5515 Security Lane, Rockville, Maryland 20852.

#### **NOTIFICATION PROCEDURES:**

This system is exempt from access; however, consideration will be given to requests addressed to the system manager. For general inquiries, state your name, the name of the institution, and the date of the award.

#### RECORD ACCESS PROCEDURE:

Same as notification procedures. Requestors should also reasonably specify the record contents being sought.

#### CONTESTING RECORD PROCEDURES:

Exempt. However, consideration will be given requests addressed to the system manager. Requests for corrections should reasonably identify the record and specify the information to be contested, the corrective action sought and the reasons for the corrections with supporting justification.

#### **RECORD SOURCE CATEGORIES:**

Information in this system is obtained: (1) Directly from the individual, (2) derived from materials supplied by the individual, (3) from information supplied by the institutions, informants, witnesses, and others, and (4) from existing government files.

# SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

This system is exempted under subsections (k)(2) and (k)(5) of the Privacy Act from access, notification, correction, and amendment provisions of the Privacy Act (5 U.S.C. 552a (c)(3), (d)(1)–(4), (e)(4)(G)–(H), and (f)). [FR Doc. 95–329 Filed 1–5–95; 8:45 am] BILLING CODE 4160–17–M

# Agency Forms Submitted to the Office of Management and Budget for Clearance

Each Friday the Public Health Service (PHS) publishes a list of information collection requests it has submitted to the Office of Management and Budget (OMB) for clearance in compliance with the Paperwork Reduction Act (44 U.S.C. Chapter 35). The following requests have been submitted to OMB since the list was last published on Friday, December, 9, 1994.

(Call PHS Reports Clearance Officer on 202–690–7100 for copies of request).

1. Protection and Advocacy for Individuals with Mental Illness-45 CFR Part 51—NPRM—New—This proposed rule provides guidance to States regarding submission of annual reports on the activities of protection and advocacy programs, as required under section 10824 of the Protection and Advocacy of Individuals with Mental Illness Act. Annual reporting requirements and associated burden are currently approved under OMB control number 0930-0169. Respondents: State, local and tribal government, Not-forprofit institutions; Number of Respondents: 1; Number of Responses per Respondent: 1; Average Burden per Response: 1 hour; Estimated Annual Burden: 1 hour.

2. Data Collection and Reporting Requirements for Healthy Schools, Healthy Communities Program—New—Grantees funded under the Healthy Schools, Healthy Communities program will be required to report information on students who receive services, types of services, services utilization and health status. This information will be used to evaluate the impact of the program on program goals such as improving access to care. Respondents: Not-for-profit institutions.

Title	Number of respondents	Number of responses per respondent	Average burden per response (hours)
Data collection	27	477	.2 hr.