

*Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:*

a. Storage: Paper records stored in archival containers. Electronic records on magnetic tape.

b. Retrievability: Information will be retrieved by a unique identifier assigned by the contractor to each physician record.

c. Safeguards: Records are kept in locked stack areas accessible only to authorized personnel of the National Archives.

d. Retention and disposal: Records are retained permanently.

*System manager and address:* The system manager is the Assistant Archivist for Special and Regional Archives, National Archives and Records Administration, 7th and Pennsylvania Avenue, NW, Washington, DC 20408.

*Notification procedures:* Individuals desiring information from or about these records should direct inquiries to the system manager.

*Records access procedures:* Upon request, the National Archives will attempt to locate specific records about individuals and will make the records available subject to the restrictions set forth in 36 CFR part 1256. Enough information must be provided to permit the National Archives to locate the records in a reasonable amount of time. Records in the National Archives may not be amended and requests for amendment will not be considered. More information regarding access procedures is available in the Guide to the National Archives of the United States, which is sold by the Superintendent of Public Documents, Government Printing Office, Washington, DC 20402, and may be consulted at the National Archives research facilities listed in 36 CFR part 1253.

23. *System name:* Physician's Practice Costs and Incomes Survey, HHS/HCFA/ORD, (Medicare Economic Index) (part of National Archives Record Group 440, Records of the Health Care Financing Administration).

*System location:* National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740.

*Categories of individuals covered by the system:* Records in the National Archives cover a sample of 5,000 physicians who provide patient care at least 20 hours per week in either an office or hospital based setting, and who live in the 50 United States and the District of Columbia.

*Categories of records in the system:* Records in the National Archives covered by this notice include data

tapes and documentation for the Physician's Practice Costs and Incomes Survey (PPCIS), 1983. (NARA Accession Number NN3-440-094-002).

*Routine uses of records maintained in the system, including categories of users and the purpose of such uses:* Reference by Government officials, scholars, students, and members of the general public. The records in the National Archives of the United States are exempt from the Privacy Act of 1974 except for the public notice required by 5 U.S.C. 552a(l)(1)(3). Further information about uses and restrictions may be found in 36 CFR part 1256 and in the Appendix following this notice.

*Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:*

a. Storage: Paper records stored in archival containers. Electronic records on magnetic tape.

b. Retrievability: Information will be retrieved by a unique identifier assigned by the contractor to each physician record.

c. Safeguards: Records are kept in locked stack areas accessible only to authorized personnel of the National Archives.

d. Retention and disposal: Records are retained permanently.

*System manager and address:* The system manager is the Assistant Archivist for Special and Regional Archives, National Archives and Records Administration, 7th and Pennsylvania Avenue, NW, Washington, DC 20408.

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24. *System name:* Secretary's Correspondence Control System (part of National Archives Record Group 207,

General Records of the Department of Housing and Urban Development).

*System location:* National Archives at College Park, 8601 Adelphi Road, College Park, MD, 20740.

*Categories of individuals covered by the system:* Records in the National Archives cover (1) individuals who correspond with the Secretary or the Under Secretary, (2) individuals whose correspondence has been referred by the White House, other executive agencies, or members of congress to the Secretary or Under Secretary for response.

*Categories of records in the system:* Records in the National Archives covered by this notice include subject correspondence and a correspondence index, 1960-1978. (NARA Accession Numbers NN3-207-094-002 and NN3-207-094-003).

*Routine uses of records maintained in the system, including categories of users and the purpose of such uses:* Reference by Government officials, scholars, students, and members of the general public. The records in the National Archives of the United States are exempt from the Privacy Act of 1974 except for the public notice required by 5 U.S.C. 552a(l)(1)(3). Further information about uses and restrictions may be found in 36 CFR part 1256 and in the Appendix following this notice.

*Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:*

a. Storage: Paper records stored in archival containers.

b. Retrievability: Name, control number, name of person referring correspondence, return address on letters, organization name, title, date of letter, subject of letter, office assigned, date due, and current disposition.

c. Safeguards: Records are kept in locked stack areas accessible only to authorized personnel of the National Archives.

d. Retention and disposal: Records are retained permanently.

*System manager and address:* The system manager is the Assistant Archivist for the National Archives, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740.

*Notification procedures:* Individuals desiring information from or about these records should direct inquiries to the system manager.

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