

to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

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

STORAGE:

Paper records, punched cards, magnetic tape and disc, and microfiche.

RETRIEVABILITY:

By name, social security number, and payroll number.

SAFEGUARDS:

Access to magnetic tapes and disc files is controlled through established DOE computer center procedures (personnel screening and physical security). Paper records are maintained in locked cabinets and desks. Access to any record is on a need-to-know basis.

RETENTION AND DISPOSAL:

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

SYSTEM MANAGER(S) AND ADDRESS:

Headquarters: U.S. Department of Energy, Office of the Chief Financial Officer, CR-1, 1000 Independence Avenue, SW., Washington, DC 20585.

Field Offices: The managers and directors of field locations are the system managers for their respective portions of this system.

NOTIFICATION PROCEDURE:

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or the Privacy Act Officer at the appropriate field location; in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, social security number, location(s) of employment, and time period.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above.

RECORD SOURCE CATEGORIES:

The subject individual, supervisors, timekeepers, official personnel records, and the IRS.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

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SYSTEM NAME:

Personnel Medical Records.

SYSTEM LOCATION:

U.S. Department of Energy, Alaska Power Administration, 2770 Sherwood Lane, Juneau, AK 99801-8545
 U.S. Department of Energy, Albuquerque Operations Office, PO Box 5400, Albuquerque, NM 87185-5400
 U.S. Department of Energy, Allied-Signal, Kansas City Division, PO Box 419159, Kansas City, MO 64141
 U.S. Department of Energy, Amarillo Area Office, PO Box 30030, Amarillo, TX 79120-0030
 U.S. Department of Energy, Ames Laboratory, Iowa State University, Ames, Iowa 50011
 U.S. Department of Energy, Argonne Area Office, 9800 South Cass Avenue, Argonne, IL 60439
 U.S. Department of Energy, Bartlesville Project Office, 220 North Virginia Avenue, PO Box 1398, Bartlesville, OK 74003
 U.S. Department of Energy, Batavia Area Office, PO Box 2000, Batavia, IL 60510
 U.S. Department of Energy, Bettis Atomic Power Laboratory, PO Box 79, Pittsburgh, PA 15122-0079
 U.S. Department of Energy, Bonneville Power Administration, PO Box 3621, Portland, OR 97208
 U.S. Department of Energy, Brookhaven Area Office, 53 Bell Avenue, Bldg 464, Upton, NY 11973
 U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439
 U.S. Department of Energy, Continuous Electron Beam Accelerator Facility, 12000 Jefferson Avenue, Newport News, Virginia 23606
 U.S. Department of Energy, Dayton Area Office, PO Box 66, Miamisburg, OH 45342-0066
 U.S. Department of Energy, EG&G Mound Applied Technologies, PO Box 3000, Miamisburg, Ohio 45343-3000
 U.S. Department of Energy, Environmental Measurements

Laboratory, 376 Hudson Street, New York, NY 10014-3621
 U.S. Department of Energy, Fermi National Accelerator Laboratory, PO Box 500, Batavia, Illinois 60510
 U.S. Department of Energy, Fernald Environmental Restoration Management Corporation, PO Box 398704, Cincinnati, Ohio 45239-8704
 U.S. Department of Energy, Fernald Field Office, 7400 Willey Road, Cincinnati, OH 45030
 U.S. Department of Energy, Golden Field Office, 1617 Cole Boulevard, Golden, CO 80401
 U.S. Department of Energy, Grand Junction, PO Box 2567, Grand Junction, CO 81502-2567
 U.S. Department of Energy, Headquarters, Washington, DC 20585
 U.S. Department of Energy, Idaho Operations Office, 785 DOE Place, Idaho Falls, ID 83401
 U.S. Department of Energy, Inhalation Toxicology Research Institute, PO Box 5890, Albuquerque, New Mexico 87185
 U.S. Department of Energy, Kansas City Area Office, PO Box 410202, Kansas City, MO 64141-0202
 U.S. Department of Energy, Kirtland Area Office, PO Box 5400, Albuquerque, NM 87185-5400
 U.S. Department of Energy, Knolls Atomic Power Laboratory, PO Box 1072, Schenectady, NY 12301
 U.S. Department of Energy, Lawrence Livermore National Laboratory, PO Box 808, Livermore, California 94551
 U.S. Department of Energy, Lawrence Berkeley Laboratory, One Cyclotron Road, Building 26, Room 143, Berkeley, California 94720
 U.S. Department of Energy, Los Alamos Area Office, 528 35th Street, Los Alamos, NM 87544
 U.S. Department of Energy, Lockheed Martin Energy Systems, Inc., Y-12 Plant, PO Box 2009, Oak Ridge, Tennessee 37831-8103
 U.S. Department of Energy, Lockheed Martin Energy Systems, Inc., K-25 Plant, PO Box 2003, Oak Ridge, Tennessee 37831-7422
 U.S. Department of Energy, MK Ferguson of Oak Ridge Company, PO Box 2011, Oak Ridge, Tennessee 37831-2011
 U.S. Department of Energy, Morgantown Energy Technology Center, 3610 Collins Ferry Road, PO Box 880, Morgantown, WV 26507-0880
 U.S. Department of Energy, National Institute for Petroleum and Energy Research, BDM-Oklahoma, Inc., PO Box 2565, Bartlesville, Oklahoma 74005
 U.S. Department of Energy, National Renewable Energy Laboratory Area