

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

STORAGE:

Paper record in file folders and/or floppy disk.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

The record is destroyed one year after completion of the case. Selected opinions and correspondence withdrawn for use as precedent may be held until no longer required for reference.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, ST A-7, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the General Counsel, ST A-7, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the General Counsel, ST A-7, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

Written requests for information should contain the full name of the individual, current address and telephone number, and Social Security Number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, such as, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

DMA's rules for accessing records and contesting contents and appealing initial agency determinations are published in DMA Instruction 5400.11; 32 CFR part 320; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Request from military personnel for legal opinion on a personal matter,

opinions of counsel and documents prepared by counsel.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

B0402-05

SYSTEM NAME:

Legal Claims File (*February 22, 1993, 58 FR 10197*).

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SYSTEM LOCATION:

Delete first paragraph and replace with 'Primary location: Office of the General Counsel, DMA Fairfax; Office of the General Counsel, DMA Bethesda; Office of the General Counsel, DMA St. Louis. Official mailing addresses are published as an appendix to DMA's compilation of systems of records notices.'

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B0402-05

SYSTEM NAME:

Legal Claims File.

SYSTEM LOCATION:

Primary location: Office of the General Counsel, DMA Fairfax; Office of the General Counsel, DMA Bethesda; Office of the General Counsel, DMA St. Louis. Official mailing addresses are published as an appendix to DMA's compilation of systems of records notices.

Decentralized Segments - Washington National Records Center, GSA, 4205 Suitland Road, Suitland, MD 20409, Department of Army, Judge Advocate General, Pentagon, Washington, DC.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel having a claim against the Government for loss, damage, or destruction of personal property.

Any individual filing a tort claim against DMA for damages, loss or destruction of property, personal injury or death resulting from negligence or wrongful act, or omission of acts by DMA personnel and individuals against whom the Agency has legal claim.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's claims, related correspondence and processing papers, investigative reports, recommendations and opinions of the General Counsel's Office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101, Records Management by Federal Agencies and 28 U.S.C. 2671-2680, Federal Torts Claims Act.

PURPOSE(S):

To document claims against the Government by DMA personnel for damage, loss, or destruction of personal property incident to their service.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' set forth at the beginning of DMA's compilation of systems of records notices apply to this system.

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RETRIEVABILITY:

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SAFEGUARDS:

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RETENTION AND DISPOSAL:

Disapproved claims and claims involving a minor are destroyed 10 years after final action on the case.

Approved claims are destroyed 5 years after final action on the case.

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