represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided that such disclosure is compatible with the purpose for which the records were collected.

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

## STORAGE:

Computer disc and file folders.

## RETRIEVABILITY:

Records are retrieved by name.

#### SAFEGUARDS:

1. *Authorized users:* Data on computer files is accessed by keyword known only to authorized users.

2. *Physical safeguards:* Rooms where records are stored are locked when not in use.

3. *Procedural safeguards:* During regular business hours, rooms are unlocked but are controlled by on-site personnel.

This system of records will be protected according to the standards of Chapter 45–13 of the HHS General Administration Manual, "Safeguarding Records Contained in Systems of Records," supplementary Chapter PHS hf: 45–13, and Part 6, "ADP Systems Security," of the HHS Information Resources Management Manual and the National Institute of Standards and Technology Federal Information Processing Standards (FIPS Pub. 41 and FIPS Pub. 31).

#### **RETENTION AND DISPOSAL:**

Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1— "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B–361), item 1100–G. Refer to the NIH Manual Chapter for specific disposition instructions.

### SYSTEM MANAGER AND ADDRESS:

Chief, Review Branch, National Heart, Lung, and Blood Institute, Westwood Building, Room 557A, 5333 Westbard Avenue, Bethesda, MD 20892

# NOTIFICATION PROCEDURE:

To determine if a record exists, contact:

Privacy Act Coordinator, NHLBI, National Institutes of Health, 31/ 5A10, 31 Center Drive, MSC 2490, Bethesda, MD 20892–2490

The requester must also verify his or her identity by providing either a

notarization of the request or a written certification that the requester is who he or she claims to be and understands that the knowing and willful request for acquisition of a record pertaining to an individual under false pretenses is a criminal offense under the Act, subject to a five thousand dollar fine.

#### RECORD ACCESS PROCEDURE:

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. Individuals may also request listings of accountable disclosures that have been made of their records, if any.

## CONTESTING RECORD PROCEDURE:

Contact the official under notification procedures above, and reasonably identify the record and specify the information to be contested, and state the corrective action sought. The right to contest records is limited to information which is incomplete, irrelevant, incorrect, or untimely (obsolete).

**RECORD SOURCE CATEGORIES:** 

Subject individual.

# SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

# 09–25–0093

## SYSTEM NAME:

Administration: Authors, Reviewers, Editorial Board, and Members of the Journal of the National Cancer Institute, HHS/NIH/NCI.

#### SECURITY CLASSIFICATION:

None.

#### SYSTEM LOCATION:

Building 82, Room 239, 9030 Old Georgetown Road, Bethesda, MD 20814.

Write to System Manager at the address below for the address of the Federal Records Center where records may be stored.

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authors and manuscript reviewers and members of the Journal of the National Cancer Institute (JNCI) editorial board.

## CATEGORIES OF RECORDS IN THE SYSTEM:

Accepted, rejected and pending manuscripts and review comments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 42 U.S.C. 241, 281.

#### PURPOSE(S):

Manuscript review by NCI staff of manuscripts submitted for possible publication in the Journal of the National Cancer Institute or JNCI Monographs.

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

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made to qualified experts not within the definition of Department employees for opinions as a part of the review of manuscripts.

3. In the event of litigation where the defendant is (a) the Department, any component of the Department, or any employee of the Department in his or her official capacity; (b) the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department or any of its components; or (c) any Department employee in his or her individual capacity where the Justice Department has agreed to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected.

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

## STORAGE:

Records are stored in file folders.

## RETRIEVABILITY:

Records are retrieved by name and manuscript number.

#### SAFEGUARDS:

1. Authorized users: Employees who maintain records in this system are instructed to grant access only to JNCI staff personnel, the Editor in Chief, and members of the Board of Editors whose duties require the use of such information.

2. *Physical safeguards:* Records are kept in a limited access area where an employee is present at all times during working hours. The Building is locked during off-duty hours.

3. *Procedural safeguards:* Access to manual files is tightly controlled by office staff. Only authorized users may have access to the files.

Information that identifies reviewers is not maintained in computer files.

#### **RETENTION AND DISPOSAL:**

Records are retained and disposed of under the authority of the NIH Records