

## PRIVACY ACT SYSTEMS

### INTERIOR/FWS-22

#### SYSTEM NAME:

U.S. Deputy Game Warden—Interior,  
FWS-22.

#### SYSTEM LOCATION:

Regional offices of the Fish and  
Wildlife Service. (See Appendix for  
addresses).

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

Applicants for U.S. Deputy Game  
Warden Commissions.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the name, address, date and  
place of birth, social security number,  
height, weight, color of hair and eyes of  
applicants for U.S. Deputy Game  
Warden Commissions.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Fish and Wildlife Act of 1956 (16  
U.S.C. 742a-742j; 70 Stat. 1119).

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

The primary uses of the records are to  
identify holders of and applicants for  
U.S. Deputy Game Warden  
commissions. Disclosures outside the  
Department of the Interior may be made  
(1) to the U.S. Department of Justice  
when related to litigation or anticipated  
litigation; (2) of information indicating a  
violation or potential violation of a  
statute, regulation, rule, order or license,  
to appropriate Federal, State, local or  
foreign agencies responsible for  
investigating or prosecuting the  
violation or for enforcing or  
implementing the statute, rule,  
regulation, order or license; (3) from the  
record of an individual in response to an  
inquiry from a Congressional office  
made at the request of that individual;  
(4) to a Federal agency which has  
requested information relevant or  
necessary to its hiring or retention of an  
employee, or issuance of a security  
clearance, license, contract, grant or  
other benefit; and, (5) to Federal, State  
or local agencies where necessary to  
obtain information relevant to the hiring  
or retention of an employee, or the  
issuance of a security clearance,  
contract, license, grant or other benefit.

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

##### STORAGE:

Maintained in file folders.

##### RETRIEVABILITY:

Indexed by name.

#### SAFEGUARDS:

Maintained in segregated area  
secured by a locking device in  
accordance with 43 CFR 2.51.

#### RETENTION AND DISPOSAL:

Destroyed after commission expires.

#### SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Personnel  
Management and Organization, U.S.  
Fish and Wildlife Service, Room 3455,  
Main Interior Building, 18th and C  
Streets, N.W., Washington, D.C. 20240.

#### NOTIFICATION PROCEDURE:

Inquiries regarding the existence of  
records shall be addressed to the  
System Manager, with respect to records  
located in the Washington office, and to  
regional directors, with respect to  
records located in the office for which  
each is responsible. A written signed  
request stating that the requester seeks  
information concerning records  
pertaining to him is required. See 43 CFR  
2.60.

#### RECORD ACCESS PROCEDURES:

A request for access shall be addressed  
to the System Manager, with respect to  
records located in the Washington  
office, and to regional directors, with  
respect to records located in the office  
for which each is responsible. The  
request must be in writing and be signed  
by the requester. The request must meet  
the content requirements of 43 CFR 2.63.

#### CONTESTING RECORD PROCEDURES:

A petition for amendment shall be  
addressed to the System Manager and  
must meet the content requirements of  
43 CFR 2.71.

#### RECORD SOURCE CATEGORIES:

Individuals on whom the file is being  
maintained.

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