individual employee payroll records are destroyed when 56 years-old. In accordance with NARA General Records Schedule 1, Item 18, supervisor personnel files are reviewed annually and destroyed when a file is superseded/obsolete, or within one year after separation or transfer of an employee. Duplicate official personnel records are destroyed when six months-old.

SYSTEM MANAGER AND ADDRESS:
For DHS Headquarters, the System Manager is the Office of the Chief Human Capital Officer, Department of Homeland Security, Washington, DC 20528. For Components of DHS, the System Manager is the respective Human Capital Officer of the component.

NOTIFICATION PROCEDURE:
Individuals seeking notification of and access to any record contained in this system of records, including DHS records hosted by another federal agency under a cross-servicing agreement for financial management services, or seeking to contest its content, may submit a request in writing to the Chief FOIA Officer and the Human Capital Officer of the Department would have information on the individual. To the Chief FOIA Officer, Department of Homeland Security, 245 Murray Drive, SW., Building 410, STOP–0655, Washington, DC 20528–0655.

When seeking records about yourself from this system of records or any other Departmental system of records your request must conform with the Privacy Act regulations set forth in 6 CFR part 5. You must first verify your identity, meaning that you must provide your full name, current address, and date and place of birth. You must sign your request, and your signature must either be notarized or submitted under 28 U.S.C. 1746, a law that permits statements to be made under penalty of perjury as a substitute for notarization. While no specific form is required, you may obtain forms for this purpose from the Chief FOIA Officer or by calling toll free 1–866–431–0486. In addition you should:

- Identify which Component(s) of the Department you believe may have the information about you.
- Specify when you believe the records would have been created.
- Provide any other information that will help the FOIA staff determine which DHS component agency may have responsive records.
- If your request is seeking records pertaining to another living individual, you must include a statement from that individual certifying his/her agreement for you to access his/her records.

Without this bulleted information the Component(s) may not be able to conduct an effective search, and your request may be denied due to lack of specificity or lack of compliance with applicable regulations.

RECORD ACCESS PROCEDURES:
See “Notification procedure” above.

CONTESTING RECORD PROCEDURES:
See “Notification procedure” above.

RECORD SOURCE CATEGORIES:
Records are obtained from the individual.

EXEMPTIONSCLAIMED FOR THE SYSTEM:
None.

Dated: September 18, 2015.

Karen L. Neuman
Chief Privacy Officer, Department of Homeland Security.

FR Doc. 2015–24589 Filed 9–25–15; 8:45 am
BILLING CODE 9110–96–P

DEPARTMENT OF HOMELAND SECURITY

Office of the Secretary
[Docket No. DHS–2015–0061]

Privacy Act of 1974; Department of Homeland Security/ALL–007 Accounts Payable System of Records

AGENCY: Privacy Office, Department of Homeland Security.

ACTION: Notice of Privacy Act system of records.

SUMMARY: In accordance with the Privacy Act of 1974, the Department of Homeland Security proposes to update and reissue a current Department of Homeland Security system of records titled “Department of Homeland Security/ALL–007 Accounts Payable System of Records.” This system allows the Department of Homeland Security to collect and maintain payment records. As a result of a biennial review of this system, the Department of Homeland Security is updating this system of records notice to reflect an updated category of records, an additional system location, an updated routine use, and an updated retention schedule. Additionally, this notice includes non-substantive changes to simplify the formatting and text of the previously published notice.

DATES: Submit comments on or before October 28, 2015. This updated system will be effective October 28, 2015.

ADDRESSES: You may submit comments, identified by docket number DHS–2015–0061 by one of the following methods:

- Fax: 202–343–4010.

Instructions: All submissions received must include the agency name and docket number for this rulemaking. All comments received will be posted without change to http://www.regulations.gov, including any personal information provided.

Docket: For access to the docket to read background documents or comments received, please visit http://www.regulations.gov.


SUPPLEMENTARY INFORMATION:

I. Background

In accordance with the Privacy Act of 1974, 5 U.S.C. 552a, the Department of Homeland Security (DHS) proposes to update and reissue a current DHS system of records titled, “DHS/ALL–007 Accounts Payable System of Records.” DHS uses the information collected in this system of records to meet its obligation to manage Departmental funds and ensure that DHS pays its creditors, including DHS employees for travel related reimbursements, and ensures that DHS has an accurate accounting of the money it owes. DHS is updating this SORN to provide notice that financial management activities for three DHS Components: Domestic and Nuclear Detection Office (DNDO), Transportation Security Administration (TSA), and the United States Coast Guard (USCG), are transferring their financial management services to the Department of Interior’s (DOI) Oracle Federal Financials (OFF) Virtual Environment. OFF is an application
owned by DOI that provides federal agencies with a web-based application that contains customizable financial management modules. When combined, the modules provide a comprehensive financial software package that supports budgeting, purchasing, federal procurement, accounts payable, fixed assets, general ledger, inventory, accounts receivable, reimbursement, reporting, and collection functions. Although DOI will host DHS information, DHS will retain control over its data. Individuals should request DHS records resident on the DOI system through DHS and DHS will review and if approved (as appropriate) all requests.

DOI is updating the category of records to include general contact information, such as phone numbers, FASCIMILE numbers, and email addresses in recognition that DHS may contact vendors or employees via other methods than standard mail. DHS is updating the system location to provide notice that DHS information will be maintained at DOI.

DHS is adding a new routine use I to permit DHS to share records with the Merit Systems Protection Board, arbitrators, the Federal Labor Relations Authority, Equal Employment Opportunity Commission and other parties responsible for the administration of the Federal Labor-Merit Systems Protection Board, arbitrators, the Federal Labor Relations Authority, Equal Employment Opportunity Commission and other parties responsible for the administration of the Federal Labor-Merit Systems Protection Board, arbitrators, the Federal Labor Relations Authority, Equal Employment Opportunity Commission and other parties responsible for the administration of the Federal Labor-Management Program, to align with other DHS SORNs. DHS is also updating and renumbering routine use J (formerly routine use I), which will allow DHS to share information with federal agencies that host shared financial services, such as DOI's web-based financial management application. DHS updated the retention period to reflect the new General Records Schedule 1.1, which modified the retention period for financial transaction records from six years and three months to exactly six years. Additionally, this notice includes non-substantive changes to simplify the formatting and text of the previously published notice.

This system of records does not include information to enable travel service providers under contract to the federal government to authorize, issue, or account for travel and travel reimbursements provided to individuals on official federal government business, which are covered under GSA/GOVT–4 Contracted Travel Services Program, 74 FR 26700 (June 3, 2009).

Consistent with DHS’s information sharing mission, information stored in the DHS/ALL–007 Accounts Payable system of records may be shared with other DHS Components that have a need to know the information to carry out their national security, law enforcement, immigration, intelligence, or other homeland security functions. In addition, DHS may share information with appropriate federal, state, local, tribal, territorial, foreign, and international government agencies, members of the public, and other entities consistent with the routine uses set forth in this system of records notice.

This updated system will be included in DHS’s inventory of record systems.

II. Privacy Act
The Privacy Act embodies fair information principles in a statutory framework governing the means by which Federal Government agencies collect, maintain, use, and disseminate individuals’ records. The Privacy Act applies to information that is maintained in a “system of records.” A “system of records” is a group of any records under the control of an agency from which information is retrieved by the name of an individual or by some identifying number, symbol, or other identifying particular assigned to the individual. In the Privacy Act, an individual is defined to encompass United States citizens and lawful permanent residents. As a matter of policy, DHS extends administrative Privacy Act protections to all individuals when systems of records maintain information on U.S. citizens, lawful permanent residents, and visitors. Individuals may request access to their own records that are maintained in a system of records in the possession or under the control of DHS by complying with DHS Privacy Act regulations, 6 CFR part 5.

The Privacy Act requires that each agency publish in the Federal Register a description denoting the type and character of each system of records in order to make agency recordkeeping practices transparent, to notify individuals about the use of their records, and to assist the individual to more easily find files within the agency. Below is a description of the DHS/ALL–007 Accounts Payable System of Records.

In accordance with 5 U.S.C. 552a(e), DHS has provided a report of this revised system of records to the Office of Management and Budget and to Congress.

System of Records:
Department of Homeland Security (DHS)/ALL–007

SYSTEM NAME:
DHS/ALL–007 Accounts Payable Records

SECURITY CLASSIFICATION:
Unclassified.
When necessary to accomplish an agreement, or other assignment for DHS, contract, service, grant, cooperative agreements, or other assignment for DHS, when necessary to accomplish an agency function related to this system of records. Individuals provided information under this routine use are subject to the same Privacy Act requirements and limitations on disclosure as are applicable to DHS officers and employees.

G. To an appropriate federal, state, tribal, local, international, or foreign law enforcement agency or other appropriate authority charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order, when a record, either on its face or in conjunction with other information, indicates a violation or potential violation of law, which includes criminal, civil, or regulatory violations and such disclosure is proper and consistent with the official duties of the person making the disclosure.


I. To the Merit Systems Protection Board, arbitrators, the Federal Labor Relations Authority, Equal Employment Opportunity Commission and other parties responsible for the administration of the Federal Labor-Management Program for the purpose of processing any corrective actions, or grievances, or conducting administrative hearings or appeals, or if needed in the performance of other authorized duties.

J. To federal agencies that provide financial management services for DHS Components under a cross-serving agreement for purposes such as budgeting, purchasing, procurement, reimbursement, reporting, and collection functions.

K. To the Department of the Treasury to effect disbursement of authorized payments.

L. To the news media and the public, with the approval of the Chief Privacy Officer in consultation with counsel, when there exists a legitimate public interest in the disclosure of the information, when disclosure is necessary to preserve confidence in the integrity of DHS, when disclosure is necessary to demonstrate the accountability of DHS’s officers, employees, or individuals covered by the system, except to the extent the Chief Privacy Officer determines that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

None.

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

STORAGE:

DHS stores records in this system electronically in multiple databases or on paper in secure facilities in a locked drawer behind a locked door. The records are stored on magnetic disc, tape, digital media, and CD–ROM.

RETRIEVABILITY:

DHS retrieves data by an individual’s name, tax identification number/Social Security number, employee identification number, by individual’s importer of record number, or other personal identifier.

SAFEGUARDS:

DHS safeguards records in this system in accordance with applicable rules and policies, including all applicable DHS automated systems security and access policies. DHS has imposed strict controls to minimize the risk of compromising the information that is being stored. DHS limits access to the computer system containing the records to those individuals who have a need to know the information for the performance of their official duties and who have appropriate clearances or permissions.

RETENTION AND DISPOSAL:

DHS destroys records six years after final payment or cancellation, in accordance with National Archives and Records Administration General Records Schedule 1.1, item 010.

SYSTEM MANAGER AND ADDRESS:


NOTIFICATION PROCEDURE:

Individuals seeking notification of and access to any record contained in this system of records, including DHS records hosted by another federal agency under a cross-serving agreement for financial management services, or seeking to contest its content, may submit a request in writing to the Headquarters or Component’s Freedom of Information Act (FOIA) Officer, whose contact information can be found at http://www.dhs.gov/foia-contact-information. If an individual believes more than one Component maintains Privacy Act records concerning him or her the individual may submit the request to the Chief Privacy Officer, Department of Homeland Security, 245 Murray Drive SW., Building 410, STOP–0655, Washington, DC 20528–0655.
When seeking records about yourself from this system of records or any other Departmental system of records, your request must conform with the Privacy Act regulations set forth in 6 CFR, Part 5. You must first verify your identity, meaning that you must provide your full name, current address, and date and place of birth. You must sign your request, and your signature must either be notarized or submitted under 28 U.S.C. 1746, a law that permits statements to be made under penalty of perjury as a substitute for notarization. While no specific form is required, you may obtain forms for this purpose from the Chief Privacy Officer and FOIA Officer, http://www.dhs.gov/foia or 1–866–431–0486. In addition, you should:

- Explain why you believe the Department would have information on you;
- Identify which component(s) of the Department you believe may have the information about you;
- Specify when you believe the records would have been created; and
- Provide any other information that will help the FOIA staff determine which DHS Component agency may have responsive records;

If your request is seeking records pertaining to another living individual, you must include a statement from that individual certifying his/her agreement for you to access his/her records.

Without the above information, the Component(s) may not be able to conduct an effective search, and your request may be denied due to lack of specificity or lack of compliance with applicable regulations.

RECORD ACCESS PROCEDURES:

See “Notification procedure” above.

CONTESTING RECORD PROCEDURES:

See “Notification procedure” above.

RECORD SOURCE CATEGORIES:

Information originates with DHS, its Components and offices, and individuals submitting supporting documentation for reimbursement.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Dated: September 18, 2015.

Karen L. Neuman,
Chief Privacy Officer, Department of Homeland Security.

[FR Doc. 2015–24587 Filed 9–25–15; 8:45 am]

BILLING CODE 9110–98–P

DEPARTMENT OF HOMELAND SECURITY

Office of the Secretary

[Docket No. DHS–2015–0062]

Privacy Act of 1974; Department of Homeland Security/ALL–008 Accounts Receivable System of Records

AGENCY: Department of Homeland Security, Privacy Office.

ACTION: Notice of Privacy Act system of records.

SUMMARY: In accordance with the Privacy Act of 1974, the Department of Homeland Security proposes to update and reissue a current Department of Homeland Security system of records titled “Department of Homeland Security/ALL–008 Accounts Receivable System of Records.” This system allows the Department of Homeland Security to collect and maintain payment records. As a result of a biennial review of this system, the Department of Homeland Security is updating this system of records notice to reflect an updated category of records, an additional system location, an updated routine use, and an updated retention schedule. Additionally, this notice includes non-substantive changes to simplify the formatting and text of the previously published notice.

DATES: Submit comments on or before October 28, 2015. This updated system will be effective October 28, 2015.

ADDRESSES: You may submit comments, identified by docket number DHS–2015–0062 by one of the following methods:

- Fax: 202–343–4010.

Instructions: All submissions received must include the agency name and docket number for this rulemaking. All comments received will be posted without change to http://www.regulations.gov, including any personal information provided.

Docket: For access to the docket to read background documents or comments received, please visit http://www.regulations.gov.


SUPPLEMENTARY INFORMATION:

I. Background

In accordance with the Privacy Act of 1974, 5 U.S.C. 552a, the Department of Homeland Security (DHS) proposes to update and reissue a current DHS system of records titled, “DHS/ALL–008 Accounts Receivable System of Records.” This system consists of both electronic and paper records that are used by DHS and its Components and offices to collect and maintain accounts receivable records. The collection and maintenance of accounts receivable information assists DHS in meeting its obligation to manage Departmental funds and ensures that the Department has an accurate accounting of all the money that it is owed. DHS is updating this SORN to provide notice that financial management activities for three DHS Components: Domestic and Nuclear Detection Office (DNDO), Transportation Security Administration (TSA), and the United States Coast Guard (USCG), are transferring their financial management services to the Department of Interior’s (DOI) Oracle Federal Financials (OFF) Virtual Environment. OFF is an application owned by DOI that provides federal agencies with a web-based application that contains customizable financial management modules. When combined, the modules provide a comprehensive financial software package that supports budgeting, purchasing, federal procurement, accounts payable, fixed assets, general ledger, inventory, accounts receivable, reimbursement, reporting, and collection functions. Although DOI will host DHS information, DHS will retain control over its data. Individuals should request DHS records resident on the DOI system through DHS and DHS will review and approve (as appropriate) all requests.

DHS is updating the category of records to include general contact information, such as phone numbers, FAX numbers, and email addresses in recognition that DHS may contact vendors or employees via other methods than standard mail. DHS is updating the system location to provide notice that DHS information will be maintained at DOI. DHS is updating routine use L by dividing the previous routine use into two, with routine use L to provide information to unions recognized as exclusive bargaining representatives and new routine use M which permits sharing with the Merit Systems Protection Board, arbitrators, the Federal Labor Relations Authority, Equal Employment Opportunity Commission (EEOC), DHS is adding the EEOC to the previously issued routine...