

Department of the Interior Departmental Manual

Effective Date: 8/26/86

Series: Information Resources Management

Part 383: Public Access to Records

Chapter 10: Privacy Act Annual Report

Originating Office: Office of Information Resources Management

This chapter has been given a new release number.* No text changes were made.

383 DM 10

10.1 **Purpose.** This chapter describes the requirements for the annual report each bureau and office shall make to the Department on its activities relating to the Privacy Act of 1974 (5 U.S.C. 552a). These reports will provide the basic information required by the Department for its report to OMB as required by Circular No. A-130. Departmental Report Control Symbol OMB-75-017 has been assigned to this reporting requirement.

10.2 **Reporting Period.** The report required by this chapter is for the calendar year. Certain data for the report is to be given as of the last working day of the calendar year.

10.3 **Report Contents.** The exact format and timing of the annual report are prescribed in memoranda issued each year by the Office of Management and Budget. The Department transmits detailed instructions to the bureaus and offices which describe the information and data required for the annual report.

A. Paragraph 4a of Appendix I to OMB Circular A-130 prescribes the data to be compiled for all systems of records subject to the Privacy Act. For each system of records the following data must be maintained and reported on a calendar year:

- (1) Total number of requests received from individuals for access to records about themselves.
- (2) Number of access requests granted in whole or part, denied in whole, and for which no records were found.
- (3) Total number of amendment requests received from individuals to amend their records.
- (4) Number of amendment requests granted in whole or part, denied in whole, or for which no records were found.

B. System managers must be instructed to maintain the statistics noted above. Only formal access or amendment requests need be reported (i.e., those requests where the individual formally cites or invokes the provisions of the Privacy Act in the request). See 383 DM 6.10 for recordkeeping requirements for access and amendment requests.

C. Other information generally required for the annual report is listed below.

(1) An analysis of Privacy Act operations is required to indicate the degree of effort to comply with the objectives of the Act (i.e., trends in access/amendment requests, trends in maintenance of personal data: e.g., an increase or decrease in number of individuals on whom records are being maintained; efforts that have been made to reduce the number of systems or numbers of individuals included in systems of records).

(2) Bureaus and offices are requested to provide recommendations for change (i.e., administrative or legislative changes) which identify problem areas in the implementation of the Act and proposed solutions.

(3) Information on bureau/office participation in computer matching programs is required. Bureaus and offices will be required to list and describe any matching programs they conducted as a matching agency during the calendar year. Also required is information on matching programs in which the bureau/office, acting as a source agency, provided records to another agency for matching purposes.

(4) Bureaus and offices must also provide information on the numbers of systems of records that have been newly automated, in whole or in part, during the calendar year.

D. In addition to the foregoing, and as required by OMB, information will be requested regarding the results of reviews conducted pursuant to 383 DM 3.13 and 3.14.

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8/26/86 #3456

Replaces 8/26/86 #2703