**Introduction**

The Department of the Interior requires PIAs to be conducted and maintained on all IT systems whether already in existence, in development or undergoing modification in order to adequately evaluate privacy risks, ensure the protection of privacy information, and consider privacy implications throughout the information system development life cycle. This PIA form may not be modified and must be completed electronically; hand-written submissions will not be accepted. See the DOI PIA Guide for additional guidance on conducting a PIA or meeting the requirements of the E-Government Act of 2002. See Section 6.0 of the DOI PIA Guide for specific guidance on answering the questions in this form.

NOTE: See Section 7.0 of the DOI PIA Guide for guidance on using the DOI Adapted PIA template to assess third-party websites or applications.

**Name of Project:** Reclamation Electronic Document System (REDS)/Infolinx  
**Bureau/Office:** Bureau of Reclamation  
**Date:** May 11, 2017  
**Point of Contact:**  
Name: Diane Witbak  
Title: Infolinx ISSO  
Email: dwitbak@usbr.gov  
Phone: 303-445-3698  
Address: Denver Federal Center, PO Box 25007, Denver, Colorado 80225

**Section 1. General System Information**

**A. Is a full PIA required?**  
☑ Yes, information is collected from or maintained on  
☐ Members of the general public  
☑ Federal personnel and/or Federal contractors  
☐ Volunteers  
☐ All  

☐ No: Information is NOT collected, maintained, or used that is identifiable to the individual in this system. Only sections 1 and 5 of this form are required to be completed.

**B. What is the purpose of the system?**

The Infolinx 3.2 records management system provided the capability of indexing physical records and folders to allow ease of locating and retrieving. Implementation of the Department’s eMail Enterprise Records and Document Management System (eERDMS)
Enterprise Content System (ECS) for full content management of records is replacing Infolinx. Therefore, Infolinx has been decommissioned in accordance with DOI Directive 2008-21, Establishment of the Information System Decommissioning (ISD) Methodology, and is no longer in use. The Infolinx server and storage will be deleted on May 1, 2017.

Software Archive Overview:
Reclamation will maintain the Infolinx software library (database content) on its current server environment (Linux) until it reaches IT system retention disposition of seven years. The Infolinx 3.2 application software will be removed from the server environment within six weeks of decommission date.

Documentation Archive Overview:
An export (Excel Spreadsheets) of Infolinx data will be maintained on a secured, network shared drive.

Hardware Archive Overview:
The Infolinx server, IBR5DENRDS01, has been turned off. It is a virtual server; space will be re-allocated.

Data Archive Overview:
An export (Excel Spreadsheets) will be maintained on a secure shared drive. Infolinx does not contain any official records, therefore the records disposition schedules do not apply.

C. What is the legal authority?

D. Why is this PIA being completed or modified?

☐ New Information System
☐ New Electronic Collection
☐ Existing Information System under Periodic Review
☐ Merging of Systems
☐ Significantly Modified Information System
☐ Conversion from Paper to Electronic Records
☒ Retiring or Decommissioning a System
☐ Other: Describe

E. Is this information system registered in CSAM?

The completed PIA, associated system of records notice(s), and any other supporting artifacts must be entered into the CSAM system for each registered system or application.

☒ Yes: 010-000000298, REDS_SSP_05_05_2013.docx
☐ No

F. List all minor applications or subsystems that are hosted on this system and covered under this privacy impact assessment.

<table>
<thead>
<tr>
<th>Subsystem Name</th>
<th>Purpose</th>
<th>Contains PII</th>
<th>Describe</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

G. Does this information system or electronic collection require a published Privacy Act System of Records Notice (SORN)?

☐ Yes: List Privacy Act SORN Identifier(s)
☒ No

H. Does this information system or electronic collection require an OMB Control Number?

☐ Yes: Describe
☒ No

Section 2. Summary of System Data

A. What PII will be collected? Indicate all that apply.
☐ Name  ☐ Religious Preference  ☐ Social Security Number (SSN)
☐ Citizenship  ☐ Security Clearance  ☐ Personal Cell Telephone Number
☐ Gender  ☐ Spouse Information  ☐ Tribal or Other ID Number
☐ Birth Date  ☐ Financial Information  ☐ Personal Email Address
☐ Group Affiliation  ☐ Medical Information  ☐ Mother’s Maiden Name
☐ Marital Status  ☐ Disability Information  ☐ Home Telephone Number
☐ Biometrics  ☐ Credit Card Number  ☐ Child or Dependent Information
☐ Other Names Used  ☐ Law Enforcement  ☐ Employment Information
☐ Truncated SSN  ☐ Education Information  ☐ Military Status/Service
☐ Legal Status  ☐ Emergency Contact  ☐ Mailing/Home Address
☐ Place of Birth  ☐ Driver’s License  ☐ Race/Ethnicity

☒ Other. This legacy system is no longer used. All data has been migrated to eERDMS. As a result, the system is no longer used or needed and has been decommissioned. For further information, please see the eERDMS PIA.

B. What is the source for the PII collected? Indicate all that apply.

☐ Individual
☐ Federal agency
☐ Tribal agency
☐ Local agency
☐ DOI records
☐ Third party source
☐ State agency
☒ Other. This legacy system is no longer used. All data has been migrated to eERDMS. As a result, the system is no longer used or needed and has been decommissioned.

C. How will the information be collected? Indicate all that apply.

☐ Paper Format
☐ Email
☐ Face-to-Face Contact
☐ Web site
☐ Fax
☐ Telephone Interview
☐ Information Shared Between Systems
☒ Other. This legacy system is no longer used. All data has been migrated to eERDMS. As a result, the system is no longer used or needed and has been decommissioned.

D. What is the intended use of the PII collected?
Not applicable as this legacy system has been decommissioned. For further information, please see the eERDMS PIA.

E. With whom will the PII be shared, both within DOI and outside DOI? Indicate all that apply.

☒ Within the Bureau/Office: Describe the bureau/office and how the data will be used.

Not applicable as this legacy system has been decommissioned and is no longer used to collect or maintain PII. For further information, please see the eERDMS PIA.

☐ Other Bureaus/Offices: Describe the bureau/office and how the data will be used.

☐ Other Federal Agencies: Describe the federal agency and how the data will be used.

☐ Tribal, State or Local Agencies: Describe the Tribal, state or local agencies and how the data will be used.

☐ Contractor: Describe the contractor and how the data will be used.

☐ Other Third Party Sources: Describe the third party source and how the data will be used.

F. Do individuals have the opportunity to decline to provide information or to consent to the specific uses of their PII?

☐ Yes: Describe the method by which individuals can decline to provide information or how individuals consent to specific uses.

☒ No: State the reason why individuals cannot object or why individuals cannot give or withhold their consent.

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

G. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☐ Privacy Act Statement: Describe each applicable format.
☐ Privacy Notice: Describe each applicable format.

☐ Other. Describe each applicable format.

☒ None

H. How will the data be retrieved? List the identifiers that will be used to retrieve information (e.g., name, case number, etc.).

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

I. Will reports be produced on individuals? There may

☐ Yes: What will be the use of these reports? Who will have access to them?

☒ No

Section 3. Attributes of System Data

A. How will data collected from sources other than DOI records be verified for accuracy?

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

B. How will data be checked for completeness?

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

C. What procedures are taken to ensure the data is current? Identify the process or name the document (e.g., data models).

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

D. What are the retention periods for data in the system? Identify the associated records retention schedule for the records in this system.

6
Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

E. What are the procedures for disposition of the data at the end of the retention period? Where are the procedures documented?

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

F. Briefly describe privacy risks and how information handling practices at each stage of the “information lifecycle” (i.e., collection, use, retention, processing, disclosure and destruction) affect individual privacy. Not applicable.

There is no risk to individual privacy as all non-sensitive Infolinx data (user names) have not been migrated to eEDRMS and were sanitized from the export.

Section 4. PIA Risk Review

A. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

☐ Yes: Explanation

☒ No

B. Does this system or electronic collection derive new data or create previously unavailable data about an individual through data aggregation?

☐ Yes: Explain what risks are introduced by this data aggregation and how these risks will be mitigated.

☒ No

C. Will the new data be placed in the individual’s record?

☐ Yes: Explanation

☒ No

D. Can the system make determinations about individuals that would not be possible
without the new data?

☐ Yes: Explanation

☒ No

E. How will the new data be verified for relevance and accuracy?

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

F. Are the data or the processes being consolidated?

☐ Yes, data is being consolidated. Describe the controls that are in place to protect the data from unauthorized access or use.

☐ Yes, processes are being consolidated. Describe the controls that are in place to protect the data from unauthorized access or use.

☒ No, data or processes are not being consolidated.

G. Who will have access to data in the system or electronic collection? Indicate all that apply. Not applicable.

☐ Users
☐ Contractors
☐ Developers
☐ System Administrator
☒ Other. Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

H. How is user access to data determined? Will users have access to all data or will access be restricted?

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

I. Are contractors involved with the design and/or development of the system, or will they be involved with the maintenance of the system?

☐ Yes. Were Privacy Act contract clauses included in their contracts and other
regulatory measures addressed?

☒ No

J. Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, SmartCards or Caller ID)?

☐ Yes. Explanation

☒ No

K. Will this system provide the capability to identify, locate and monitor individuals?

☐ Yes. Explanation

☒ No

L. What kinds of information are collected as a function of the monitoring of individuals?

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

M. What controls will be used to prevent unauthorized monitoring?

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

N. How will the PII be secured?

(1) Physical Controls. Indicate all that apply.

☐ Security Guards
☐ Key Guards
☐ Locked File Cabinets
☐ Secured Facility
☐ Closed Circuit Television
☐ Cipher Locks
☐ Identification Badges
☐ Safes
☐ Combination Locks
☐ Locked Offices
☒ Other. Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

(2) Technical Controls. Indicate all that apply.

☐ Password
☐ Firewall
☐ Encryption
☐ User Identification
☐ Biometrics
☐ Intrusion Detection System (IDS)
☐ Virtual Private Network (VPN)
☐ Public Key Infrastructure (PKI) Certificates
☐ Personal Identity Verification (PIV) Card
☒ Other. Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

(3) Administrative Controls. Indicate all that apply.

☐ Periodic Security Audits
☐ Backups Secured Off-site
☐ Rules of Behavior
☐ Role-Based Training
☐ Regular Monitoring of Users’ Security Practices
☐ Methods to Ensure Only Authorized Personnel Have Access to PII
☐ Encryption of Backups Containing Sensitive Data
☐ Mandatory Security, Privacy and Records Management Training
☒ Other. Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

O. Who will be responsible for protecting the privacy rights of the public and employees? This includes officials responsible for addressing Privacy Act complaints and requests for redress or amendment of records.

Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.

P. Who is responsible for assuring proper use of the data and for reporting the loss, compromise, unauthorized disclosure, or unauthorized access of privacy protected information?
Not applicable as this legacy system has been decommissioned and is no longer used. For further information, please see the eERDMS PIA.