

**SYSTEM NAME:** Intelligence Community Customer Registry (ODNI-09).

**SECURITY CLASSIFICATION:** The classification of records in this system can range from UNCLASSIFIED to TOP SECRET.

**SYSTEM LOCATION:** Office of the Director of National Intelligence, Washington, DC 20511.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current and former intelligence customers including U.S. policymakers, U.S. Government personnel, and other authorized recipients of Intelligence Community (IC) intelligence products.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Biographic data (including name, title, employing agency), organizational charts, contact information, security clearances and access approvals, subjects of intelligence interest to covered individuals, comments and feedback from covered individuals regarding preferred format for receiving intelligence products.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** The National Security Act of 1947, as amended, 50 U.S.C. 401-442; Executive Order 12333, as amended (73 FR 45325); Executive Order 12958, as amended (68 FR 15315); and Executive Order 12968, as amended (73 FR 38103).

**PURPOSE(S):** Records in this system enable authorized personnel of the ODNI and other IC elements to ensure intelligence customers receive intelligence products in accordance with their expressed interests and particular requirements for format and delivery.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** See General Routine Uses Applicable to More Than One ODNI Privacy Act System of Records, Subpart C of ODNI's Privacy Act Regulation published at 32 CFR part 1701 (73 FR 16531, 16541) and incorporated by reference (see also <http://www.dni.gov>). In addition, the Customer Registry will be made available to authorized U.S. Government analysts, analytical managers and other intelligence support personnel to ensure that customers receive relevant intelligence products and to identify new and under-served customers by name and title.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** None.

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

**STORAGE:** Electronic records are stored in secure file-servers located within secure facilities under control of the ODNI or its Executive Agent.

**RETRIEVABILITY:** By full text search, including name or identifying title. Information may be retrieved from this system of records by automated searches conducted by authorized members of the U.S. Government.

**SAFEGUARDS:** Information in this system is safeguarded in accordance with recommended and/or prescribed administrative, physical and technical safeguards. Records are maintained in a secure government or contractor facility with access to the facility limited to only authorized personnel or authorized and escorted visitors. Physical security protections include guards and locked facilities requiring badges and passwords for access. Records are accessed only by authorized government personnel and contractors holding appropriate security clearances and whose official duties require access to the records. Communications are encrypted where required and other safeguards are in place to monitor and audit access and to detect intrusions. System backup is maintained separately.

**RETENTION AND DISPOSAL:** Pursuant to 44 U.S.C. 3303a(d) and 36 CFR chapter 12, subchapter B, part 1228–Disposition of Federal Records, records will not be disposed of until such time as the National Archives and Records Administration (NARA) approves an applicable ODNI Records Control Schedule.

**SYSTEM MANAGER(S) AND ADDRESS:** Deputy Director of National Intelligence for Analysis, c/o Director, Information Management, Office of the Director of National Intelligence, Washington, DC 20511.

**NOTIFICATION PROCEDURE:** As specified below, records in this system are exempt from certain notification, access, and amendment procedures. Individuals seeking to learn whether this system contains nonexempt information about them should address inquiries to the ODNI at the address and according to the requirements set forth below under the heading “Record Access Procedures.”

**RECORD ACCESS PROCEDURES:** As specified below, records in this system have been exempted from certain notification, access, and amendment procedures. A request for access to non-exempt records shall be made in writing with the envelope and letter clearly marked “Privacy Act Request.” Each request must provide the requester’s full name and complete address. The requester must sign the request and have it verified by a notary public. Alternately, the request may be submitted under 28 U.S.C. 1746, certifying the requester’s identity and acknowledging that obtaining records under false pretenses constitutes a criminal offense. Requests for access to information must be addressed to the Director, Information Management, Office of the Director of National Intelligence, Washington, DC 20511. Regulations governing access to one’s records or for appealing an

initial determination concerning access to records are contained in the ODNI regulation implementing the Privacy Act.

**CONTESTING RECORD PROCEDURES:** As specified below, records in this system are exempt from certain notification, access, and amendment procedures. Individuals seeking to correct or amend non-exempt records should address their requests to the ODNI at the address and according to the requirements set forth above under the heading “Record Access Procedures.” Regulations governing access to and amendment of one’s records or for appealing an initial determination concerning access or amendment of records are contained in the ODNI regulation implementing the Privacy Act.

**RECORD SOURCE CATEGORIES:** Records in the system are obtained from individual intelligence customers; intelligence support personnel; commercial subscription services; other agency repositories.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** Records contained in this System of Records may be exempted from the requirements of subsections (c)(3);(d)(1),(2),(3),(4); (e)(1) and (e)(4)(G),(H),(I); and (f) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(1). Records may be exempted from these subsections or additionally, from the requirements of subsections (c)(4);(e)(2),(3),(5),(8),(12); and (g) of the Privacy Act consistent with any exemptions claimed under 5 U.S.C. 552a(j) or (k) by the originator of the record, provided the reason for the exemption remains valid and necessary.