

**SYSTEM NAME:** Office of Protocol Records (ODNI— 11).

**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:** Individuals invited to and attending events organized by the Office of Protocol; U.S. officials receiving gifts and decorations from foreign sources.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Guest lists; details of visitor preferences or needs; records of access, escorts and travel arrangements of attendees to events sponsored by the Office of the Director of National Intelligence (ODNI); and records relating to gifts and decorations from foreign sources.

**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):** Office of Protocol personnel use this system to record communications with those invited to or attending ODNI events and to record U.S. officials' receipt of gifts and decorations from foreign sources.

**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>).

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

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

**STORAGE:** Paper records are stored in secured areas within the ODNI. Electronic records are stored in secure file-servers located within the ODNI.

**RETRIEVABILITY:** By name or other key word. Information may be retrieved from this system of records by automated or hand search based on indices and automated capabilities utilized in the normal course of business. All searches of this system of records will be performed by authorized staff.

**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 facility with access to the facility limited to authorized personnel only and 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:** Chief of Protocol, 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.” Requesters shall provide their 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 understanding that obtaining a record 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 “Records Access Procedures.” Regulations governing access to and amendment of one’s records or for appealing an initial determination concerning access to or amendment of records are contained in the ODNI regulation implementing the Privacy Act.

**RECORD SOURCE CATEGORIES:** Records in the system are (1) Obtained directly from the individuals or their representatives covered by this system of records; (2) publicly available information from the media, the Internet and commercial databases; and (3) ODNI materials produced in the course of ODNI events.

**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.