

SYSTEM NAME: Office of the Director of National Intelligence (ODNI) Freedom of Information Act, Privacy Act, and Mandatory Declassification Review Request Records (ODNI-18).

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 who submit Freedom of Information Act (FOIA), Privacy Act (PA), and Mandatory Declassification Review (MDR) requests and administrative appeals to the Office of the Director of National Intelligence (ODNI); individuals whose requests and/or appeals have been referred to the ODNI by other Federal agencies; and individuals requesting assistance in connection with the filing of a FOIA/ PA/MDR request or appeal on behalf of another.

CATEGORIES OF RECORDS IN THE SYSTEM: Records created or compiled in response to FOIA/PA/MDR requests and administrative appeals, to include the requester's name, mailing address, and any other information voluntarily submitted by the requester such as telephone numbers and e-mail addresses; subject of the request; case numbers; responses to such requests and appeals; all related or supporting memoranda, correspondence, and notes; and copies of responsive records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: The National Security Act of 1947, as amended, 50 U.S.C. 401-442; The Federal Records Act of 1950, as amended, 44 U.S.C. 3101 et seq.; The Freedom of Information Act, as amended, 5 U.S.C. 552; The Privacy Act, as amended, 5 U.S.C. 552a; Executive Order 12333, as amended (73 FR 45325); and Executive Order 13526 (75 CFR 707).

PURPOSE(S): To process requests for information and administrative appeals under the FOIA; for access, amendment, and administrative appeals under the Privacy Act; for requests and administrative appeals for MDR pursuant to applicable Executive Orders governing classified national security information; and to assist the ODNI in carrying out any other responsibilities relating to the FOIA, Privacy Act, and applicable Executive Orders, including production of program data in response to Congressional requests.

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, a record from this system of records maintained by ODNI may be disclosed as follows: a. To a Federal, state, local, or private

entity for the purpose of consulting with that entity to enable ODNI to make a determination as to the propriety of access to or correction of information, or for the purpose of verifying the identity of an individual or the accuracy of information submitted by an individual who has requested access to or amendment of information. b. To a Federal agency or entity that furnished the record or information for the purpose of permitting that agency or entity to make a decision as to access to or correction of the record or information, or to a Federal agency or entity for purposes of providing guidance or advice regarding the handling of particular requests. c. To a submitter or subject of a record or information in order that ODNI may obtain assistance in making a determination as to access or amendment.

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 ODNI facilities. Paper records and other media are stored in secured areas within such facilities.

RETRIEVABILITY: By name and case number. 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 in ODNI offices 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 or contractor 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 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, or unless such records are covered by NARA's General Records Schedule.

SYSTEM MANAGER(S) AND ADDRESS: Director, Information Management Office, Office of the Director of National Intelligence, Washington, DC 20511.

NOTIFICATION PROCEDURES: 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 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, 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: Individuals who have submitted requests and administrative appeals pursuant to the FOIA, the Privacy Act, or applicable executive orders governing classification of national security information; ODNI records searched in the process of responding to such requests and appeals; ODNI personnel assigned to handle such requests and appeals; other Federal agencies or entities that have referred requests to the ODNI concerning ODNI records or that have consulted with the ODNI regarding the handling of particular requests and administrative appeals; and third parties entitled by law to assert privileges that bear upon access or amendment determinations.

EXEMPTIONS CLAIMED FOR THE SYSTEM: Records pertaining to requests under the Privacy Act contained in this System of Records may be exempted from the requirements

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of subsections (c)(3); (d)(1), (2), (3), (4); (e)(1); (e)(4)(G), (H), (I); (f) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(1), (2) and (5). Additionally, records may be exempted 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.

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