

SYSTEM NAME: Office of the Director of National Intelligence (ODNI) Information Technology Network Support, Administration and Analysis Records (ODNI-21)

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: All persons possessing appropriate security clearances and holding accounts/access authorizations for ODNI and/or IC information technology resources and, when records are provided to ODNI for strategic integration purposes, for persons holding accounts/access authorizations for other government networks, systems and applications.

CATEGORIES OF RECORDS IN THE SYSTEM: Biographic and job-related data to support user account authorization, including combinations of the following data elements: name, Social Security Number, date of birth, citizenship, home address, personal phone/cell numbers, employing entity and location, job title and phone number, role-based accesses and permissions, and supervisory point of contact.

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.; Executive Order 9397, as amended (73 FR 70239); Executive Order 12333, as amended (73 FR 45325); and Executive Order 13388 (70 FR 62023).

PURPOSE(S): Records in this system are used to administer user accounts and accesses for ODNI and IC information systems, applications, databases, Web sites, and networks, and for strategic resource management, to include analysis to deconflict redundancies and achieve interoperability and efficiencies with respect to government networks and systems.

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: 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, social security number, or other identifier. Information may be retrieved by automated searches based on capabilities utilized in the normal course of business. Only authorized personnel may search this system.

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 who have a valid business reason to access the records. Communications are encrypted where required and other safeguards are in place to monitor and audit access and to detect intrusions. Backup tapes are maintained in a secure, off-site location.

RETENTION AND DISPOSAL: Pursuant to 44 U.S.C. 3303a and 36 CFR Chapter 12, Subchapter B, Part 128—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: Assistant Director of National Intelligence and IC Chief Information Officer; and Director of Information Technology, Mission Support Division, c/o 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 (“notification”) 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, 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 ODN I 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 ODN I 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 ODN I regulation implementing the Privacy Act.

RECORD SOURCE CATEGORIES: Sponsoring and approving government agencies; and private sector entities.

EXEMPTIONS CLAIMED FOR THE SYSTEM: Records contained within this System of Records may be exempted from the requirements 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). 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.