

§ 317.71

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§ 317.71 Exemption rules.

(a) *General procedures.* This section provides guidance for establishing exemptions for systems of records.

(b) *Content of exemption rules.* (1) Each proposed exemption rule submitted for publication in the FEDERAL REGISTER must contain:

(i) The agency identification and name of the record system for which an exemption will be established.

(ii) The subsection(s) of the Privacy Act which grants the agency authority to claim an exemption for the system (e.g., subsection (k)(2) or (k)(5) of the Privacy Act).

(iii) The particular subsection(s) of the Privacy Act which the system will be exempt from (e.g., subsections (c)(3), (d)(1)-(5) of the Privacy Act); and

(iv) The reasons why an exemption from the particular subsection identified in the preceding subparagraph is being claimed.

§ 317.72 System of records notices.

(a) *Contents of a record system notice.* The following data captions are prescribed by the Office of the FEDERAL REGISTER and must be included for each system notice:

(1) System identifier.

(2) System name.

(3) System location.

(4) Categories of individuals covered by the system.

(5) Categories of records in the system.

(6) Authority for maintenance of the system.

(7) Purpose(s).

(8) Routine uses of records maintained in the system, including categories of users and purposes of the uses.

(9) Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

(10) System manager(s) and address.

(11) Notification procedures.

(12) Record access procedures.

(13) Contesting records procedures.

(14) Record source categories; and

(15) Exemptions claimed for the system.

(b) *System identification.* The system identifier must appear in all system notices. It is limited to 21 positions, in-

cluding agency code, file number, symbols, punctuation, and spaces.

(c) *System name.* (1) The system name must indicate the general nature of the system of records and, if possible, the general category of individuals to whom it pertains.

(2) Acronyms should be established parenthetically following the first use of the name (e.g., "Field Audit Office Management Information System (FMIS)"). Acronyms shall not be used unless preceded by such an explanation.

(3) The system name may not exceed 55 character positions, including punctuation and spaces.

(d) *System location.* (1) For a system maintained in a single location, provide the exact office name, organizational identity, routing symbol, and full mailing address. Do not use acronyms in the location address.

(2) For a geographically or organizationally decentralized system, describe each level of organization or element that maintains a portion of the system of records.

(3) For an automated data system with a central computer facility and input or output terminals at geographically separate locations, list each location by category.

(4) If multiple locations are identified by type of organization, the system location may indicate that official mailing addresses are published as an appendix to the agency's compilation of systems of records notices in the FEDERAL REGISTER. If no address directory is used, or if the addresses in the directory are incomplete, the address of each location where a portion of the record system is maintained must appear under the "system location" caption.

(5) Classified addresses shall not be listed, but the fact that they are classified shall be indicated.

(6) The U.S. Postal Service two-letter state abbreviation and the nine-digit zip code shall be used for all domestic addresses.

(e) *Categories of individuals covered by the system.* (1) Clear, nontechnical terms shall state the specific categories of individuals to whom records in the system pertain.