

PRIVACY ACT PROGRAM REVIEWS
(Required by Paragraph 3a, Appendix I, OMB Circular A-130)

Description of Review	Frequency	Calendar Year Scheduled
1. Contracts. Review a random sample of agency contracts that provide for the maintenance of a system of records on behalf of the agency to accomplish an agency function, in order to ensure that the wording of each contract makes the provisions of the Act apply (5 U.S.C. 552a(m)(1); 383 DM 4.6).	Biennially	CY 1987 CY 1989 Every 2 years thereafter
2. Recordkeeping Practices. Review agency recordkeeping and disposal policies and practices in order to ensure compliance with the Act. Internal policies and procedures published to implement the Privacy Act should be included in the review.	Annually	CY 1986 Every year thereafter
3. Routine Use Disclosures. Review the routine use disclosures associated with each system of records in order to ensure that the recipient's use of such records continues to be compatible with the purpose for which the disclosing agency originally collected the information.	Triennially	CY 1986 CY 1989 Every 3 years thereafter
4. Exemption of Systems of Records. Review each system of records for which the agency has promulgated exemption rules pursuant to Sections (j) or (k) of the Privacy Act in order to determine whether such exemption is still needed (43 CFR 2.79).	Triennially	CY 1988 CY 1991 Every 3 years thereafter
5. Matching Programs. Review each ongoing matching program in which the agency has participated during the year, either as a source or as a matching agency, in order to ensure that the requirements of the Act, the OMB Matching Guidelines, and the OMB Model Control System and Checklist have been met (383 DM 12).	Annually	CY 1986 Every year thereafter
6. Privacy Act Training. Review agency training practices in order to ensure that all agency personnel are familiar with the requirements of the Act, with the agency's implementing regulations, and with any special requirements that their specific jobs entail.	Annually	CY 1986 Every year thereafter
7. Violations. Review the actions of agency personnel that have resulted either in the agency being found civilly liable under Section (g) of the Act, or an employee being found criminally liable under the provisions of Section (i) of the Act, in order to determine the extent of the problem and to find the most effective way to prevent recurrences of the problem.	Annually	CY 1986 Every year thereafter
8. Systems of Records Notices. Review each system of records notice to ensure that it accurately describes the system. Where minor changes are needed, ensure that an amended notice is published in the <u>Federal Register</u> . This requirement is distinguished from and in addition to the requirement to report to OMB and the Congress major changes to systems of records and to publish those changes in the <u>Federal Register</u> (see 383 DM 5.3).	Annually	CY 1986 Every year thereafter