



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

December 18, 1989

The Honorable John Glenn, Chairman
Committee on Governmental Affairs
United States Senate
Washington, D. C. 20510

Dear Mr. Chairman:

The Nuclear Regulatory Commission (NRC) is proposing to establish a new system of records, NRC-7 Telephone Call Detailing. This system has been developed in accordance with the OMB guidance published in the Federal Register on April 20, 1987. The NRC intends to establish a call detail program to help control the cost of operating our telephone system and to develop information about how the agency's telecommunication systems are being used.

A copy of the narrative statement and the proposed Federal Register notice are enclosed. A copy of this report has been sent to the Office of Management and Budget in accordance with the guidelines prescribed in OMB Circular No. A-130, dated December 24, 1985, as amended.

For further information on the Federal Register notice, please contact this office on 301/492-1776.

Sincerely,

A handwritten signature in cursive script that reads "Dennis K. Rathbun".

Dennis K. Rathbun, Director
Congressional Affairs
Office of Governmental and
Public Affairs

Enclosures:

1. Narrative Statement
2. Federal Register Notice

cc: The Honorable William V. Roth, Jr.

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NARRATIVE STATEMENT

The Nuclear Regulatory Commission is proposing to establish a new Privacy Act System of Records notice: NRC-7 Telephone Call Detail Records.

1. Purpose

NRC-7 is being established to help control the costs of operating our telephone system and to develop information about how the agency's telecommunication systems are being used. With the introduction of new government telecommunications systems employing time and distance billing versus established rate structures, i.e., FTS 2000, and the Washington Interagency Telecommunications System (WITS), cost control becomes increasingly important.

2. Authority

The authority for NRC-7 is 42 U.S.C. 2201 (1976).

3. Potential effects on privacy of individuals

NRC-7 should result in no adverse effects on the privacy of individuals. Call detail records will be used in management programs designed to control costs and determine individual accountability for telephone calls. Disclosures may be made to individual supervisors and to employees to review the call detail lists to determine responsibility for specific telephone calls and identify calls made by the employee.

4. Relationship to other branches of the Federal Government

There is no relationship to another branch of the Government.

5. Protection of Information

Data is maintained in a locked cabinet or locked room. Computer files are password protected.

6. Compatibility with (a)(7) of the Act

Each routine use described in the Federal Register notice indicates precisely the purpose for which the data is collected. The call detailing records will be used by individuals to identify calls made by them. Records may also be released if there is an indication of a violation of law, for hiring or retention decisions, to a Congressional Office, or to a contractor on a "need to know" basis.

7. OMB Control Numbers

None

NUCLEAR REGULATORY COMMISSION

Privacy Act of 1974; Proposed New System of Records

AGENCY: Nuclear Regulatory Commission

ACTION: Establishment of a new System of Records

SUMMARY: The Nuclear Regulatory Commission is proposing to establish a new system of records, NRC-7 Telephone Call Detailing. The NRC intends to establish a call detail program to help control the cost of operating our telephone system and to develop information about how the agency's telecommunication systems are being used.

EFFECTIVE DATE: The proposed new system will take effect on _____ unless comments received on or before that date cause a contrary decision. If, based on NRC's review of comments received, changes are made, NRC will publish a new final notice.

ADDRESSES: Send comments to the Secretary of the Commission, U.S. Nuclear Regulatory Commission, Washington, DC 20555, Attention Docketing and Service Branch. Copies of comments may be examined at the NRC Public Document Room at 2120 L Street, NW, Washington DC.

FOR FURTHER INFORMATION CONTACT: Michael L. MacWilliams, Division of Freedom of Information and Publications Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555; Telephone 301-492-8143.

SUPPLEMENTARY INFORMATION: NRC-7 Telephone call Detailing has been developed in accordance with the OMB guidance published in the Federal Register on April 20, 1987. With the introduction of new government telecommunications systems employing time and distance billing versus established rate structures, i.e., FTS 2000 and the Washington Interagency Telecommunications System (WITS), cost control becomes increasingly important.

A report of this systems of records, required by 5 U.S.C. 552a(o), as implemented by OMB Circular A-130, was sent to the Chairman, Committee on Government Operations, U.S. House of Representatives, the Chairman, Committee on Government Affairs, U.S. Senate, and the Office of Management and Budget on _____.

NRC-7

System name:

Telephone Call Detail Records-NRC.

System location:

Office of Information Resources Management, NRC, 7735 Old Georgetown Road, Bethesda, Maryland.

Categories of individuals covered by the system:

Individuals assigned telephone numbers by the NRC, including current and former NRC employees and contractors who make local or long distance telephone calls and individuals who received telephone calls placed from NRC telephones.

Categories of records in the system:

Records relating to use of the agency telephones to place local or long distance, records indicating assignment of telephone numbers to employees, and records relating to the location of telephones.

Authority for maintenance of the system:

42 U.S.C. 2201 (1976)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information in these records may be used:

- a. By individual employees of the agency to determine their individual responsibility for telephone calls; and
- b. For the routine uses specified in paragraphs 1, 3, 5 and 6 of the Prefatory Statement.

Disclosures to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper files, on computer tapes or disks.

Retrievability:

Accessed by name, office, or telephone number.

Safeguards:

Maintained in lockable file cabinets or locked rooms. Computer files are password protected. Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal:

Records are destroyed after 5 years.

System manager(s) and address:

Chief, Telecommunications Branch, Office of Information Resources Management, U.S. Nuclear Regulatory Commission, Washington, DC 20555.

Notification procedure:

Director, Division of Freedom of Information and Publications Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555.

Record access procedures:

Same as "Notification procedure."

Contesting record procedures:

Same as "Notification procedure."

Record source categories:

Telephone assignment calls, call detail listings, results of administrative inquiries relating to assignment of responsibility for placement of specific telephone calls, and certification of telephone bills.

Dated at Rockville, Maryland, this day of 1989.

For the Nuclear Regulatory Commission

James M. Taylor
Executive Director for Operations



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

December 18, 1989

The Honorable John Conyers, Jr., Chairman
Committee on Government Operations
United States House of Representatives
Washington, D. C. 20515

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cc: The Honorable Frank Horton

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