Insert System Identifier:

System name:

Insert Name of System, Date of publication number & *include the current Federal Register citation*, e.g. *March 27, 2003, 68 FR 14954*

Changes:

\* \* \* \* \*

System name:

*“Delete entry and replace with “insert language that will change.” If there are no changes to a category use 5 asterisks with spaces in between them.*

System location:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Categories of individuals covered by the system:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Categories of records in the system:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Authority for maintenance of the system:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Purpose(s):

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

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

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

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

Storage:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Retrievability:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Safeguards:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Retention and disposal:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

System manager(s) and address:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Notification procedure:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Record access procedures:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Contesting record procedures:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Record source categories:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

Exemptions claimed for the system:

Delete entry and replace with “*insert language that will change.” If there are no changes to a category insert 5 asterisks with spaces in between them.*

\* \* \* \* \*