

## USDA/FS-20

**System Name:** Public Correspondence Concerning Timber Management, USDA/FS.

**System Location:** Records in this system are maintained by the Director of Timber Management, Forest Service, U.S. Department of Agriculture, 12th and Independence Ave., SW., Washington, D.C., 20250.

**Categories of individuals covered by the system:** Individuals who correspond with the Washington Office of the Forest Service regarding timber management affairs.

**Categories of records in the system:** Contains the writer's name, who the original letter was addressed to, subject matter, record of final disposal of letter, including author of response and date of response.

**Authority for maintenance of the system:** 7 U.S.C. 1010-1031a, 16 U.S.C. 460, 471-594, 616, 694, and 1131-1136; and 33 U.S.C. 701.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

**Storage:** Records are maintained in a data terminal in a locked room.

**Retrievability:** Records are indexed by name of individual correspondent.

**Safeguards:** Records are kept in a data terminal in a locked room.

**Retention and disposal:** Records are retained in the data base for 1 year. An annual printout is then prepared and stored in a file.

**System manager(s) and address:** Director of Timber Management, Forest Service, U.S. Department of Agriculture, Washington, D.C. 20250.

**Notification procedure:** Any individual may request information from this system, or information as to whether the system contains records pertaining to himself from the System Manager.

**Record access procedures:** Use same procedures as for requesting Notification.

**Contesting record procedures:** Use same procedures as for requesting Notification.

**Record source categories:** Information is obtained from letters addressed directly to the Forest Service, Division of Timber Management or referred to it by others for reply.