

USDA/FS-21

System Name: Public Involvement Respondents on Forest Service Activities, USDA/FS>

System Location: Records in this system are maintained at Forest Service Headquarters in Washington, D.C., the 9 Regional Offices, 123 Forest Supervisor Office, and 673 District Ranger Offices. The address for the Headquarters is Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, D.C. 20013; the address for Regional Foresters and Forest Supervisors are listed in 36 CFR 200.2, Subpart A; and addresses for District Rangers are in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Volunteer respondents in public involvement efforts related to natural resource management issues.

Categories of records in the system: May include one or more elements of correspondence, news clippings, questionnaires, response forms, summary lists, and oral comments.

Authority for maintenance of the system: Executive Order No. 11514, march 5, 1970, and 42 U.S.C. 4321.

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: By issue on published documents; key sort cards; magnetic tape; punched cards; original correspondence; microfilm.

Retrievability: By issues.

Safeguards: File cabinets.

Retention and disposal: Records are retained for 2 years after the decision is made and then destroyed.

System manager(s) and address: Director, Public Information and Involvement, Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, D.C. 20013, or the appropriate Regional Forester, Forest Supervisor, or District Ranger at the addresses specified under Location above.

Notification procedure:

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

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

Record source categories: Respondents voluntarily give the information to agency in meetings, hearings, and by correspondence.