

**System Name:** Employee Emergency Information, USDA/FS

**System Location:** Records are maintained at all official duty station of Forest Service (FS) employees. Addresses of the individual offices are listed in the telephone directories for the city or town in which they are located under the heading United States Government, Department of Agriculture, Forest Service.

**Categories of individuals covered by the system:** All Forest Service employees.

**Categories of records in the system:** This is an optional system which some offices may choose not to use. The record contains the employee's home address and phone, and the name, address and phone of the person designated by the employee to be contacted in case of emergency. Some offices also include the name and phone of the employee's physician and special health information such as blood type, allergy or disease which may affect the kind of emergency treatment given.

**Authority for maintenance of the system:** 5 U.S.C. 301, 7 CFR 2.60.

**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 work supervisor's office.

**Retrievability:** Records are indexed alphabetically by name of employee.

**Safeguards:** Records are kept in a locked office.

**Retention and disposal:** Card record is updated at least semiannually or more often when there is a change in information. Records is destroyed when employee transfers, retires, or is separated.

**System manager(s) and address:** Head of the Operating Office at the employee's duty station.

**Notification procedure:** Individual employee initially prepares and makes revision to the record. Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to her/him from the System Manager at the address listed above.

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

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

**Record source categories:** Information in this system comes exclusively from the employee.