



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

September 26, 2002

The Honorable Dan Burton
Chairman
Committee on Government Reform
United States House of Representatives
2157 Rayburn House Office Building
Washington, DC 20515-6143

Dear Mr. Chairman:

In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a(r), and with OMB Circular No. A-130, Appendix I, this transmittal letter and the enclosed documents represent the Proposed New and Altered (Revised) Systems of Records Report for the Office of Government Ethics (OGE). As prescribed in the OMB Circular, the narrative statements reference rather than restate the information contained in the supporting documentation. We are proposing to revise and rename the two OGE Governmentwide systems of records: OGE/GOVT-1, Executive Branch Personnel Public Financial Disclosure Reports and Other Name-Retrieved Ethics Program Records; and OGE/GOVT-2, Executive Branch Confidential Financial Disclosure Reports. The same basic records are to be covered in these revised systems. In addition, we are proposing to establish five new internal OGE systems of records: OGE/INTERNAL-1, Pay, Leave and Travel Records; OGE/INTERNAL-2, Telephone Call Detail Records; OGE/INTERNAL-3, Grievance Records; OGE/INTERNAL-4, Computer Systems Activity and Access Records; and OGE/INTERNAL-5, Employee Locator and Emergency Notification Systems Records.

As required by the Privacy Act and OMB Circular, copies of this report are being provided to your office as well as the Senate Committee on Governmental Affairs. We intend to publish the Notice of Proposed New and Revised Systems of Records in the Federal Register after it has been reviewed by the Office of Management and Budget. Members of the public and the congressional committees will have sixty days from the date of publication to submit comments to OGE. Sixty days thereafter, the proposed new and revised records systems will become effective without change, unless comments are received which result in a contrary determination by OGE.

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The systems of records as proposed for adoption and revision do not duplicate any existing OGE or other Governmentwide systems of records. If you have any questions about this document, please have a member of your staff contact Elaine Newton, an attorney in OGE's Office of General Counsel, at 202-208-8000, ext. 1137.

Sincerely,

A handwritten signature in cursive script, appearing to read "Amy L. Comstock".

Amy L. Comstock
Director

Enclosures