

**SYSTEM of Records Checklist**

System ID \_\_\_\_\_ Name of System \_\_\_\_\_

POC & Ph# \_\_\_\_\_

**Do not use any tabs, bolding, underscoring, or italicization in the system of records notice**

Use this as a checklist to help you put the required asterisks in those sections that will remain the same. Where there are no changes asterisks should be included as place holders.

<b>System identifier (Only the ID would appear in the notice)</b>	<input type="checkbox"/>
<b>System name:</b>	<input type="checkbox"/>
<b>System location:</b>	<input type="checkbox"/>
<b>Categories of individuals covered by the system:</b>	<input type="checkbox"/>
<b>Categories of records in the system:</b>	<input type="checkbox"/>
<b>Authority for maintenance of the system:</b>	<input type="checkbox"/>
<b>Purpose(s):</b>	<input type="checkbox"/>
<b>Routine uses of records maintained in the system, including categories of users and the purposes of such uses:</b>	
<b>Disclosure to consumer reporting agencies: (Entry is optional)</b>	<input type="checkbox"/>
<b>Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:</b>	
<b>Storage:</b>	<input type="checkbox"/>
<b>Retrievability:</b>	<input type="checkbox"/>
<b>Safeguards:</b>	<input type="checkbox"/>
<b>Retention and disposal:</b>	<input type="checkbox"/>
<b>System manager(s) and address:</b>	
<b>Notification procedure:</b>	<input type="checkbox"/>
<b>Record access procedures:</b>	<input type="checkbox"/>
<b>Contesting record procedures:</b>	<input type="checkbox"/>
<b>Record source categories:</b>	<input type="checkbox"/>
<b>Exemptions claimed for the system:</b>	<input type="checkbox"/>

*These elements come from the Federal Register Document Drafting Handbook*