

**PURPOSE(S):**

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[Revise item 3 to read as follows:]

3. To provide address information to the American Red Cross or other disaster relief organization about a customer who has been relocated because of disaster.

\* \* \* \* \*

[Add item 5 to read as follows:]

5. To support investigations related to law enforcement for fraudulent transactions.

**ROUTINE USES OF RECORDS IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

\* \* \* \* \*

[Revise to read as follows:]

Standard routine uses 1 through 7, 10, and 11 apply. In addition:

a. Disclosure upon request. The new address of a specific business or organization that has filed a permanent change-of-address order may be furnished to any individual on request. (**Note:** The new address of an individual or family will not be furnished pursuant to this routine use, unless authorized by one of the standard routine uses listed above or one of the specific routine uses listed below.) If a domestic violence shelter has filed a letter on official letterhead from a domestic violence coalition stating (i) that such domestic violence coalition meets the requirements of 42 U.S.C. 10410 and (ii) that the organization filing the change of address is a domestic violence shelter, the new address shall not be released except pursuant to routine use d, e, or f pursuant to the order of a court of competent jurisdiction.

b. Disclosure for Address Correction. Disclosure of any customer's new permanent address may be made to a mailer, only if the mailer is in possession of the name and old address: From the National Change-of-Address Linkage (NCOA<sup>Link</sup>) file if the mailer is seeking corrected addresses for a mailing list; from the Computerized Forwarding System (CFS), from the Postal Automated Redirection System (PARS) if a mailpiece is undeliverable as addressed, or from the Locatable Address Conversion System if an address designation has been changed or assigned. Copies of change-of-address orders may not be furnished. In the event of a disaster or manmade hazard, temporary address changes may be disclosed to a mailer when, in the sole determination of the Postal Service, such disclosure serves the primary interest of the customer, for example, to enable a mailer to send medicines directly to the customer's temporary address, and only if the mailer is in

possession of the customer's name and permanent address. If a domestic violence shelter has filed a letter on official letterhead from a domestic violence coalition stating (i) that such domestic violence coalition meets the requirements of 42 U.S.C. 10410 and (ii) that the organization filing the change of address is a domestic violence shelter, the new address shall not be released except pursuant to routine use d, e, or f pursuant to the order of a court of competent jurisdiction.

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[Add item i as follows:]

i. Disclosure to a disaster relief organization. Any customer's permanent or temporary change of address may be disclosed to the American Red Cross or other disaster relief organizations, if that address has been impacted by disaster or manmade hazard.

**STORAGE:**

[Revise to read as follows:]

Records generated from the source document are recorded on the Forwarding Control System file server and on tapes at CFS units. Electronic change-of-address records and related service records are also stored on disk and/or magnetic tape in a secured environment. Change-of-address records are consolidated in a national change-of-address (NCOA) file at the USPS IT Eagan Host Computing Services Center. Selected extracts of NCOA are provided in the secure data format represented by the NCOA<sup>Link</sup> product to a limited number of firms under contract or license agreement with USPS. Records pertaining to move-related services are also transmitted to specific service providers, including government agencies and private companies under contract to USPS.

**RETENTION AND DISPOSAL:**

[Revise to read as follows:]

1. National change of address and mail forwarding records are retained 4 years from the effective date.

2. Delivery units access COA records from the change-of-address Reporting System database, which retains 2 years of information from the COA effective date. The physical change-of-address order is retained in the CFS unit for 30 days if it was scanned, or 18 months if it was manually entered into the national database.

3. Online user information may be retained for 12 months. Records existing on paper are destroyed by shredding. Records existing on computer storage media are destroyed according to the applicable USPS media sanitization practice.

**SYSTEM MANAGER(S) AND ADDRESS:**

[Revise to read as follows:]

Vice President, Retail Operations,  
United States Postal Service, 475  
L'Enfant Plaza, SW., Washington DC  
20260.

**RECORD SOURCE CATEGORIES:**

[Revise to read as follows:]

Customers, personnel, service providers, and, for call center operations, commercially available sources of names, addresses, telephone numbers. For emergency change-of-addresses only, commercially available sources of names, previous addresses, and dates of birth. For alternative authentication sources of names, previous and new addresses, dates of birth, and driver's state and license number.

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Neva R. Watson,

*Attorney, Government Relations, FOIA and Privacy.*

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**RAILROAD RETIREMENT BOARD**

**Correction to Agency Forms Submitted for OMB Review, Request for Comments**

**SUMMARY:** In the document appearing on pages 734059 & 734060, FR Doc. E8-13431, Agency Forms Submitted for OMB Review, Request for Comments dated June 16, 2008, the Railroad Retirement Board is making a correction to add omitted language to the **SUMMARY** section that states the respondents' obligation to respond to RRB Form(s) UI-38, UI Claimant's Report of Efforts to Find Work, UI-38s, School Attendance and Availability Questionnaire, and ID-8k, Letter to Union Representative.

*Correction of Publication:* The RRB adds the following language to the end of the **SUMMARY** section, "Completion of Form(s) UI-38, UI Claimant's Report of Efforts to Find Work and UI-38s, School Attendance and Availability Questionnaire is required to obtain or retain benefits. Completion of Form ID-8k, Letter to Union Representative, is voluntary".

Charles Mierzwa,

*Clearance Officer.*

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