

SAFEGUARDS

Protection and control of the records are in accordance with the requirements of IRM 2(10), the Automated Security System Security Handbook, and IRM 1(16)12.

RETENTION AND DISPOSAL

Records are maintained in accordance with Records Control Schedule 206 for Service Centers, IRM 1(15)59.26. Records will be maintained up to 3 years. Hard copy and microfilm media will be disposed by shredding or incineration. Electronic media will be erased electronically.

SYSTEM MANAGER(S) AND ADDRESSES

Director, Philadelphia Service Center, Internal Revenue Service, Northeast Region, Philadelphia Service Center, 11601 Roosevelt Boulevard, Philadelphia, PA 19154.

NOTIFICATION PROCEDURE

Individuals seeking to determine if this system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix B.

RECORD ACCESS PROCEDURES

Individuals seeking access to any record contained in this system of records, or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix B. Inquiries should be addressed to the Philadelphia Service Center Director. (See IRS appendix A for addresses.)

CONTESTING RECORD PROCEDURES

See record access procedures above. 26 U.S.C. 7852(e) prohibits Privacy Act amendment of tax records.

RECORD SOURCE CATEGORIES

Information supplied by the initiators of the correspondence.

EXEMPTIONS CLAIMED FOR THE SYSTEM

None.

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UNITED STATES INSTITUTE OF PEACE**Sunshine Act Meeting**

Agency: United States Institute of Peace.

Date/Time: Thursday, March 16, 2000, 9:00 a.m.–5:30 p.m.

Location: 1200 17th Street, NW, Suite 200, Washington, DC 20036.

Status: Open Session—Portions may be closed pursuant to Subsection (c) of Section 552(b) of Title 5, United States Code, as provided in subsection 1706(h)(3) of the United States Institute of Peace Act, Public law 98-525.

Agenda: March 2000 Board Meeting; Approval of Minutes of the Ninety-Third Meeting (January 20, 2000) of the Board of Directors; Chairman's Report; President's Report; Committee Reports; Consideration of fellowship applications and individual Grants; Other General Issues.

Contact: Dr. Sheryl Brown, Director, Office of Communications, Telephone: (202) 457-1700.

Dated: March 1, 2000.

Charles E. Nelson,

Vice President for Management and Finance, United States Institute of Peace.

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