

PURPOSE(S):

The records and information collected for and maintained in this system are used to (a) receive allegations of violations of the Department's rules of conduct, the Office of Personnel Management merit system, or any other criminal or civil misconduct and to (b) prove or disprove, to the extent possible, allegations which the OIG receives that are made against Department of the Treasury employees.

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STORAGE:

Paper records in file jackets are maintained in a secured locked room. Also, magnetic media maintained on the Case Tracking Systems are password protected, secured by an internal lock and locked in a secured room. Backup of the magnetic media is maintained in a locked safe.

RETRIEVABILITY:

Alphabetically by name of subject or complainant, by case number, and by special agent name and/or employee number.

SAFEGUARDS:

Paper records and word processing disks are maintained in locked safes and all access doors are locked when offices are vacant. Automated records are controlled by computer security programs which limit access to authorized personnel who have a need for such information in the course of their duties. The records are available to Office of Inspector General personnel who have an appropriate security clearance on a need-to-know basis.

RETENTION AND DISPOSAL:

Investigative files and paper indices are stored on-site for 3 years. Indices to those files are stored on-site on magnetic media for an indefinite time. The magnetic media will be retained indefinitely; however, they will be updated periodically to reflect changes. Upon expiration of their respective retention periods, the investigative files are transferred to the Federal Records Center, Suitland, Maryland, for storage and in most instances destroyed by burning, maceration or pulping when 20 years old.

SYSTEM MANAGER(S) AND ADDRESS(S):

Assistant Inspector General for Investigations, Room 7320, 1201 Constitution Avenue, NW, Washington, DC 20220.

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Dated: February 27, 1996.

Alex Rodriquez,
Deputy Assistant Secretary (Administration).

[FR Doc. 96-5159 Filed 03-05-95; 8:45 am]

BILLING CODE: 4810-25-F

Bureau of Alcohol, Tobacco and Firearms**Proposed Collection; Comment Request**

ACTION: Notice and request for comments.

SUMMARY: The Department of the Treasury, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995, Public Law 104-13 (44 U.S.C. 3506(c)(2)(A)). Currently, the Bureau of Alcohol, Tobacco and Firearms within the Department of the Treasury is soliciting comments concerning Excise Tax Return-Alcohol and Tobacco.

DATES: Written comments should be received on or before May 6, 1996 to be assured of consideration.

ADDRESSES: Direct all written comments to Bureau of Alcohol, Tobacco and Firearms, Linda Barnes, 650 Massachusetts Avenue NW., Washington, DC 20226, (202) 927-7768.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of the form(s) and instructions should be directed to Robert Ruhf, Tax Compliance Branch, 650 Massachusetts Avenue NW., Washington, DC 20226, (202) 927-8210.

SUPPLEMENTARY INFORMATION:

Title: Excise Tax Return-Alcohol and Tobacco.

OMB Number: 1512-0467.

Form Number: ATF F 5000.24.

Abstract: Businesses report their Federal excise tax liability on distilled spirits, beer, wine, tobacco products, or cigarette papers and tubes on ATF F 5000.24. ATF needs this form to identify the taxpayer and to determine the amount and type of taxes due and paid.

Current Actions: There are no changes to this information collection and it is being submitted for extension purposes only.

Type of Review: Extension.

Affected Public: Business or other for-profit.

Estimated Number of Respondents: 2800.

Estimated Time Per Respondent: 42 minutes.

Estimated Total Annual Burden Hours: 35,800.

Request for Comments: Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval. All comments will become a matter of public record. Comments are invited on: (a) whether the collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Dated: February 29, 1996.

Bradley A. Buckles,

Acting Director.

[FR Doc. 96-5229 Filed 3-5-96; 8:45 am]

BILLING CODE 4810-31-P

Proposed Collection; Comment Request

ACTION: Notice and request for comments.

SUMMARY: The Department of the Treasury, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995, Public Law 104-13 (44 U.S.C. 3506(c)(2)(A)). Currently, the Bureau of Alcohol, Tobacco and Firearms within the Department of the Treasury is soliciting comments concerning the Records and Supporting Data: Daily Summaries, Records of Production, Storage, and Disposition, and Supporting Data By Licensed Explosives Manufacturers and Manufacturers (Limited).

DATES: Written comments should be received on or before May 6, 1996 to be assured of consideration.

ADDRESSES: Direct all written comments to Bureau of Alcohol, Tobacco and Firearms, Linda Barnes, 650 Massachusetts Avenue NW., Washington, DC 20226, (202) 927-7768.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of the form(s) and instructions