

FBI Privacy Threshold Analysis (PTA) Cover Sheet (OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM: b3
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|---|---|
| FBI SYSTEM CONTACT PERSON Name: <input type="text"/> Program Office: ITB Division: IT Operations Phone: <input type="text"/> Room Number: 8979 Date PTA submitted for approval: 04/24/2008 | FBI OGC/PCLU POC Name: <input type="text"/> Phone: <input type="text"/> Room Number: 7338 |
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FBI DIVISION APPROVALS. A PIA (and/or PTA) should be prepared/approved by the cognizant program management in collaboration with IT, security, and end-user management and OGC/PCLU. (PIAs/PTAs relating to electronic forms/questionnaires implicating the Paperwork Reduction Act should also be coordinated with the RMD Forms Desk.) If the subject of a PTA/PIA is under the program cognizance of an FBIHQ Division, prior to forwarding to OGC the PTA/PIA must also be referred to the FBIHQ Division for program review and approval, if required by the FBIHQ Division.

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| | Program Division: | FBIHQ Division: IT Operations |
| Program Manager (or other appropriate executive as Division determines) | Signature: Date signed: Name: Title: | Signature: /s/ Date signed: 04/24/2008 Name: <input type="text"/> Title: IT Specialist |
| Division Privacy Officer | Signature: Date signed: Name: Title: | Signature: /s/ Date signed: 5/6/2008 Name: <input type="text"/> Title: Division Privacy Officer |

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Upon Division approval, forward signed hard copy plus electronic copy to OGC/PCLU (JEH Room 7338).

FINAL FBI APPROVAL:

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| FBI Privacy and Civil Liberties Officer | Signature: /s/ Date Signed: 6/26/08 Name: David C. Larson Title: Acting Deputy General Counsel |
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Upon final FBI approval, FBI OGC will distribute as follows:

1 - Signed original to 190-HQ-C1321794

Copies:

- 1 - DOJ Privacy and Civil Liberties Office-Main Justice, Room 4259
- 2 - FBI OCIO / OIPP
- 1 - FBI SecD (electronic copy via e-mail)
- 2* - Program Division POC /Privacy Officer
- 2* - FBIHQ Division POC /Privacy Officer
- 1 - OGC/PCLU intranet website
- 1 - PCLU Library
- 1 - PCLU Tickler

(*please reproduce as needed for Program/Division file(s))

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM:

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For efficiency, a system owner or program manager can be aided in making the determination of whether a Privacy Impact Assessment (PIA) is required by conducting and following Privacy Threshold Analysis (PTA).

Whether or not a PIA is required, the system owner/program manager should consult with the FBI Records Management Division (RMD) to identify and resolve any records issues relating to information in the system.

A PTA contains basic questions about the nature of the system in addition to a basic system description. The questions are as follows:

A. General System Description: Please briefly describe:

1. Type of information in the system:

a. If the system is solely related to internal government operations please provide a brief explanation of the quantity and type of employee/contractor information:

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2. Purpose for collecting the information and how it will be used:

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3. The system's structure (including components/subsystems):

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4. Means of accessing the system and transmitting information to and from the system:

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5. Who within FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information:

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

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NAME OF SYSTEM: [redacted] b3 b7E

FBI Headquarters and Field personnel with a need to see information related to [redacted] [redacted]

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6. Who outside the FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information:

[redacted] on the FBINET closed network. FBINET can only be accessed by authorized persons.

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7. Has this system been certified and accredited by the FBI Security Divisions? [X] Yes [] No

8. Is this system encompassed within an OMB-300? [X] Yes [] No [] Don't Know (if yes, please attach copy of latest one.)

I. Was the system developed prior to April 17, 2003?

[X] YES (If "yes," proceed to Question 1.)

[] NO (If "no," proceed to Section II.)

1. Has the system undergone any significant changes since April 17, 2003?

[] YES If "yes," please explain the nature of those changes:

(Continue to Question 2.)

[X] NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

2. Do the changes involve the collection, maintenance, or dissemination of information in identifiable form about individuals?

[] YES (If "yes," please proceed to Question 3.)

[] NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

[] YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

[] Yes. (If "yes," a full PIA is required.. PTA is complete.)

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___No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

___NO (If "no," go to section III to determine if a full or short-form PIA is required.)

II. For systems developed after April 17, 2003.

1. What is the purpose of the system? (Answer in detail unless details already provided in A. 2 above):

(Continue to Question 2.)

2. Does the system collect, maintain or disseminate information in identifiable form about individuals?

___YES (If "yes," please proceed to Question 3.)

___NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

___YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

___Yes. (If "yes," a full PIA is required.. PTA is complete.)

___No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

___NO (If "no," go to section III to determine if a full or short-form PIA is required.)

III. Full or Short-Form PIA

1. Is the system a major information system (as listed on OGC's FBINET website)?

___YES (If "yes," a full PIA is required. PTA is complete.)

___NO (If "no," please continue to question 2.)

2. Does the system involve routine information AND have limited use/access?

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___YES A short-form PIA is required. (I.e., you need only answer Questions 1.1, 1.2, 2.1, 3.1, 4.1, 5.1 (if appropriate), 6.2, 6.3, and 8.9 of the PIA template.) Please note that FBI and DOJ reviewing officials reserve the right to require completion of a full PIA. (PTA is complete---forward with PIA.)

___NO (If "no," a full PIA is required. PTA is complete.)