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U·S· DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number: PER-32-1
Transmittal Number: 744
Date: SEP 23 1992

Subject: Maintenance of Unofficial Personnel Records by Operating Officials

Approval: [signature] Title: Director

Please make the following changes to:

Subject: PER-32 Date: 01-24-89

Transmittal: 511 Subject: Maintenance of Unofficial Records by Operating Officials

1) Change paragraph 1, last line to read "by the Servicing Personnel Office (SPO)."

2) Change paragraph 3.a.(5), line 6 to read "only by the Bureau Personnel Officer (BPO) or SPO,"

3) Change the acronym "OSMRE" to "OSM" in:

- o Paragraph 1, line 7; and
- o Paragraph 3

  a.(5), line 7;
  b.(2), line 3 and 5;
  c.(1)(c), line 1 and 8;
  d.(1)(d), line 2; and
  e., line 7

4) Change paragraph 3.b.(1), line 5 to read "specific knowledge and prior approval of the employee and SPO"

5) Change paragraph 3.b.(1), last sentence to read "The exception to this is requests under the Freedom of Information Act which must be processed in accordance with departmental regulation 43 CFR Part 2, Subpart B and OSM Directive INF-3, Freedom of Information Act, dated May 14, 1992."

6) Change paragraph 3.c.(1) first line to read: "The BPO and SPO's will serve as the authority for the"

7) Change acronym "PO" to "BPO" in paragraph 3.c.(2), line 3 and 5.

8) Underline the words "Federal Register" in paragraph 3.c.(2), last line.

9) Change paragraph 3.d., second line to read "conformance with the DOI Privacy Act System"

CHANGE NOTICE

10) Change the period "." in paragraph 3.d.(1), last line to a colon ":"

11) Change paragraph 3.d.(1)(c), line 8 to: "and OSM Directive No. INF-1, Policy and Procedural Guidelines for OSM Records Management System,"

12) Change paragraph 3.e. as follows:

- o delete Temporary on line 7 and
- o revise line 8 to read: "Directive No. INF-1, Section 301-07,"

13) Change paragraph 5. <u>References</u>, as follows:

- o revise f. to read "OSM Directive No. INF-1, Policy and Procedural Guidelines for OSM Records Management Systems"; and

- o Add: g. OSM Directive INF-3, Freedom of Information Act.

14) Change paragraph 7. <u>Contact</u>. to read:

Branch of Employment and Classification (202) 208-2686.