NOTICE OF ESTABLISHMENT OF NEW SYSTEM OF RECORDS

PRIVACY ACT OF 1974; ESTABLISHMENT OF NEW SYSTEM OF RECORDS

The following excerpt is taken from Volume 49, Number 230 of the Federal Register for Wednesday, November 28, 1984 (pp. 46828-46829)

If delivered by hand, copies should be brought to: Office of General Counsel, James Madison Memorial Building, Room 407, First and Independence Avenue, SE., Washington, D.C.

EFFECTIVE DATE: November 28, 1984.


The Privacy Act Systems of Records of the Copyright Office are amended as follows:

1. In Table of Contents, add “CO-20—Secondary Transmissions by Cable Systems: Correspondence Files.”

2. Add new system CO-20 as follows:

CO-20

SYSTEM NAME:
Secondary Transmission by Cable Systems: Correspondence Files.

SYSTEM LOCATION:

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:
Cable systems owners and other individuals who correspond with the Licensing Division, the Copyright Office General Counsel or the Register of Copyrights concerning the administration of the cable compulsory licensing system in section 111 of title 17 U.S.C.

CATEGORIES OF RECORDS IN THE SYSTEM:
Correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:
The Office maintains these records to facilitate public access to correspondence of the Licensing Division, Copyright Office General Counsel and the Register of Copyrights on the administration of the section 111 compulsory licensing system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:
Storage: Manila folders in a file cabinet and binders.

Retrievability: Correspondence usually accessible by date letter sent to member of public.

SAFEGUARDS:
These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:
Records are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS: