

**System name:**

Concessions

**System location:**

Commissioner's Office, Reclamation Service Center, and Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, and Great Plains. See appendix for addresses.

**Categories of individuals covered by the system:**

Individual concessionaires. Records in this system pertaining to individuals contain information concerning sole proprietorships, but may also reflect personal information. In addition, the system maintains records concerning corporations and other business entities. Only the records relating to individuals are covered by the Privacy Act.

**Categories of records in the system:**

Concession agreements, concession contracts, rental or lease agreements with individuals, corporations, or other legal business entities providing services or concessions at Reclamation projects.

**Authority for maintenance of the system:**

Reclamation Law of 1902, as amended, 43 U.S.C. 371, et seq.

**Purpose:**

To identify the person, persons, or business entities responsible for the management of a concession area, to determine their ability to manage a concession operation, and to determine or ensure compliance with the terms of the concession agreement, contract, lease, or rental agreement.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The Bureau of Reclamation is the primary user of the system and the primary use of the records is to give Reclamation information needed for administrative control over concessions operating at Reclamation facilities.

Disclosures outside the Department of the Interior may be made: (1) To State or local government agencies for taxation purposes; (2) to the Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license; (4) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (5) to non-Federal auditors under contract with the Departments of Interior or Energy or water user and

other organizations with which the Bureau of Reclamation has written agreements permitting access to financial records to perform financial audits.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are maintained in manual form in file folders.

**Retrievability:**

By individual name.

**Safeguards:**

In accordance with requirements of 43 CFR 2.51 for manual records.

**Retention and disposal:**

The records are maintained for 6 years and 3 months after close of fiscal year, unless involved in litigation. Disposal is in accordance with approved retention and disposal schedules.

**System manager(s) and address:**

Commissioner's Office, Reclamation Service Center, and Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, and Great Plains. See appendix for addresses.

**Notification procedure:**

Written inquiries regarding the existence of a record(s) should be addressed to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

**Record access procedures:**

Same as Notification above. See 43 CFR 2.63.

**Contesting record procedures:**

Written petitions for amendment should be addressed to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

**Record source categories:**

Individuals on whom records are maintained.