

**System name:**

Land Exchange

**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 land exchange for Bureau of Reclamation purposes.

**Categories of records in the system:**

General subject of exchange of certain unpatented or private land by certain qualified applicant's whose lands have been determined to be insufficient to support a family and to exchange lands for the purpose of relocating acquired or improved Government properties.

**Authority for maintenance of the system:**

Section 14, Reclamation Project Act, 1939 (53 Stat. 1187) and 43 U.S.C. 371, et seq.

**Purpose(s):**

The primary uses of the records are to maintain a history of land exchange and to protect individual rights.

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

Disclosures outside the Department of the Interior may be made to: (1) Another Federal agency to enable that agency to respond to an inquiry by the individual to whom the record pertains; (2) The Department of Justice, or to a court, adjudicative, or other administrative body, or to a party in litigation before a court or adjudicative or administrative body, when: (a) One of the following is a party to the proceeding or has an interest in the proceeding: (i) The Department or any component of the Department; (ii) Any Departmental employee acting in his or her official capacity; (iii) Any Departmental employee acting in his or her individual capacity where the Department or the Department of Justice has agreed to represent the employee; or (iv) The United States, when the Department determines that the Department is likely to be affected by the proceeding; and (b) The Department deems the disclosure to be: (i) Relevant and necessary to the proceedings; and (ii) Compatible with the purpose for which we compiled the information; (3) The appropriate Federal, State, tribal, local, or foreign governmental agency that

is responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, order, or license, when we become aware of an indication of a violation or potential violation of the statute, rule, regulation, order, or license; (4) A congressional office in response to an inquiry to that office by the individual to whom the records pertains.

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

**Storage:**

Maintained in file folders by appropriate file codes.

**Retrievability:**

By individual's name.

**Safeguards:**

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

**Retention and disposal:**

In accordance with approved retention and disposal schedules.

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

Realty Officers in the 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 record(s) should be sent 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 sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

**Record source categories:**

Information comes from the individual as well as the office involved.