ADAMS ML071410416

U.S. Nuclear Regulatory Commission

Privacy Impact Assessment

(*Designed to collect the information necessary to make relevant determinations regarding the applicability of the Privacy Act, the Paperwork Reduction Act information collections requirements, and record management requirements.)*

for the

Public Meeting Notice System (PMNS)

Date: May 14, 2007

A. GENERAL SYSTEM INFORMATION

1. Provide brief description of the system:

   PMNS is a Web-based application used to track and maintain information on NRC sponsored public meetings. It's the agency mechanism used to notify the public of upcoming NRC meetings that are open to public attendance by posting notifications of these meetings on the NRC's external Web site.

2. What agency function does it support?

   Public notification of NRC sponsored meetings that are open for public attendance/participation. Ensures that the public is able to access information on public meetings in a timely manner to allow public involvement in NRC decision-making and enhances the NRC's communications with the public.

3. Describe any modules or subsystems, where relevant, and their functions.

   N/A

4. Points of Contact:

Project Manager	**Office/Division/Branch**	**Telephone**
Marjorie Dimig	OIS/BPIAD	301-415-5781
Business Project Manager	**Office/Division/Branch**	**Telephone**

Sandra Northern	OIS/IRSD	301-415-6879
Technical Project Manager	**Office/Division/Branch**	**Telephone**
Marjorie Dimig	OIS/BPIAD	301-415-5781
Executive Sponsor	**Office/Division/Branch**	**Telephone**
Edward Baker	Director, OIS	301-415-8700

5. Does this Privacy Impact Assessment (PIA) support a proposed new system or a proposed modification to an existing system?

   a. ___ New System ___ Modify Existing System __X__ Other (Explain)

      Being prepared as part of the Certification and Accreditation process.

   b. If modifying an existing system, has a PIA been prepared before?

      (1) If yes, provide the date approved and ADAMS accession number.

B. INFORMATION COLLECTED AND MAINTAINED

(These questions are intended to define the scope of the information requested as well as the reasons for its collection. Section 1 should be completed only if information is being collected about individuals. Section 2 should be completed for information being collected that is not about individuals.)

1. **INFORMATION ABOUT INDIVIDUALS**

   a. Does this system maintain information about individuals?

      Yes.

      (1) If yes, what group(s) of individuals (e.g., Federal employees, Federal contractors, licensees, general public) is the information about?

      NRC employees.

   b. What information is being maintained in the system about individuals (describe in detail)?

      The name and office telephone number of the meeting contact, the agency's point of contact for meeting arrangements/issues. This

individual is a staff person of the NRC office sponsoring the meeting.

c. Is the information being collected from the subject individuals?

No. The information is provided in a meeting notice.

(1) If yes, what information is being collected from the individuals?

d. Will the information be collected from 10 or more individuals who are **not** Federal employees?

No.

(1) If yes, does the information collection have OMB approval?

(a) If yes, indicate the OMB approval number:

e. Is the information being collected from internal files, databases, or systems?

Information is collected from meeting notices.

(1) If yes, identify the files/databases/systems and the information being collected.

f. Is the information being collected from an external sources(s)?

No.

(1) If yes, what is the source(s) and what type of information is being collected?

g. How will this information be verified as current, accurate, and complete?

The office that sponsors the meeting prepares the meeting notice and is responsible for verifying that the information contained in a meeting notice and posted on the Web is accurate.

h. How will the information be collected (e.g. form, data transfer)?

The information in a meeting notice is manually entered into PMNS.

I. What legal authority authorizes the collection of this information?

N/A

j. What is the purpose for collecting this information?

To identify an individual that can be contacted to address questions about meeting arrangements or agenda.

2. **INFORMATION NOT ABOUT INDIVIDUALS**

a. What type of information will be maintained in this system (describe in detail)?

Meeting number (system generated)
Meeting status
Participation level
Office sponsor
Meeting contact name
Meeting contact phone number
Meeting purpose
Meeting location
Meeting date and time
NRC participants (office)
External participants (organization)
Video conference location
Related information:
- **ADAMS Accession Number(s)**
- **Url**
- **Docket Number**
- **NonDocket**
- **Teleconference**

Comments

b. What is the source of this information? Will it come from internal agency sources and/or external sources? Explain in detail.

The information will be pulled from meeting notices submitted by the NRC staff office sponsoring the meeting.

c. What is the purpose for collecting this information?

To notify the public of the date, time, location, and purpose of meetings open to public attendance.

C. <u>USES OF SYSTEM AND INFORMATION</u>

(These questions will identify the use of the information and the accuracy of the data being used.)

1. Describe all uses made of the information.

   1. Post on NRC external Web to notify public of upcoming public meetings.
   2. Prepare performance and statistical reports for agency staff.
   3. Query/search.

2. Is the use of the information both relevant and necessary for the purpose for which the system is designed?

   Yes.

3. Who will ensure the proper use of the information?

   System Administrator/Business Project Manager will ensure proper use of information entered and maintained in the system.

4. Are the data elements described in detail and documented?

   Yes.

   a. If yes, what is the name of the document that contains this information and where is it located?

      PMNS User's Guide which is located in Rational ClearCase.

5. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?

   No.

   a. If yes, how will aggregated data be maintained, filed, and utilized?

   b. How will aggregated data be validated for relevance and accuracy?

   c. If data are consolidated, what *controls* protect it from unauthorized access, use, or modification?

6. How will the information be *retrieved* from the system (be specific)?

   System Administrator can retrieve information by any field of data.

All other users can retrieve data through the NRC external Web site, Public Meeting Schedule, by Date, Internal Participant, External Participant, Docket Number, Facility, Purpose (text search), City, State.

7. Will this system provide the capability to identify, locate, and monitor (e.g., track, observe) individuals?

   No.

   a. If yes, explain.

      (1) What controls will be used to prevent unauthorized monitoring?

8. Describe the report(s) that will be produced from this system.

   10 Calendar Day Policy Report
   Statistical Report
   Meeting Entered/Held Report

   a. What are the reports used for?

      Status on meeting agency performance measure and general statistical data.

   b. Who has access to these reports?

      Agency staff.

D. RECORDS RETENTION AND DISPOSAL

*(These questions are intended to establish whether the information contained in this system has been scheduled, or if a determination has been made that a general record schedule can be applied to the information contained in this system. Reference NUREG-0910, "*NRC Comprehensive Records Disposition Schedule*.")*

1. Has a retention schedule for this system been approved by the National Archives and Records Administration (NARA)?

   a. If yes, list the disposition schedule.

2. Is there a General Records Schedule (GRS) that applies to information in this system?

   Yes.

a. If yes, list the disposition schedule.

GRS 20-3 Electronic Versions of Records Scheduled for Disposal.
GRS 23-5 Schedules of Daily Activities

3. If you answered no to questions 1 and 2, complete NRC Form 637, NRC Electronic Information System Records Scheduling Survey, and submit it with this PIA.

NRC Form 637 submitted with this PIA.

E. ACCESS TO DATA

1. INTERNAL ACCESS

a. What organizations (offices) will have access to the information in the system?

OIS staff have access to the data maintained on the internal server.

(1) For what purpose?

OIS access is for data entry, search, reporting, maintenance, dissemination.

(2) Will access be limited?

Internal access limited to certain OIS staff and contractors with need to access for system operation and maintenance.

b. Will other systems share or have access to information in the system?

Yes, the Public Meeting Feedback System (PMFS).

c. How will information be transmitted or disclosed?

PMFS retrieves limited PMNS data from the Sybase Database Server using the meeting date and purpose. PMFS shares the PMNS internal participants (office) table.

d. What controls will prevent the misuse (e.g., unauthorized browsing) of information by those having access?

It is the responsibility of the office sponsoring the meeting to confirm that the information posted on the Web (which is the same

information that is entered into the PMNS) is accurate. All information entered into the PMNS is publicly available.

e. Are criteria, procedures, controls, and responsibilities regarding access documented?

Yes.

(1) If yes, where?

PMNS Systems Guide
PMNS Risk Assessment

2. **EXTERNAL ACCESS**

a. Will external agencies/organizations/public share or have access to the information in this system?

Yes.

(1) If yes, who.

Anyone with internet access.

b. What information will be shared/disclosed and for what purpose?

The following information about a meeting is posted to/available on the Public Meeting Schedule accessible through NRC's external Web to notify, for viewing, and for searching by the public (anyone):

Participation level
Meeting contact name
Meeting contact phone number
Meeting purpose
Meeting location
Meeting date and time
NRC participants (office organization)
External participants (organization)
Video conference location
Related information:
ADAMS Accession Number(s)
Url
Docket Number
NonDocket
Teleconference
Comments

c. How will this information be transmitted/disclosed?

Web browser.

F. TECHNICAL ACCESS AND SECURITY

1. Describe security controls used to limit access to the system (e.g., passwords). Explain.

   This system uses the security controls specified in the latest version of NIST SP 800-53 "Recommended Security Controls for Federal Information Systems."

2. Will the system be accessed or operated at more than one location (site)?

   Yes. The system is accessed and operated from NRC Two White Flint North by the System Administrator. System Administrator can authorize additional access as required. The system is also accessed from the maintenance contractor facility for enhancements and upgrades.

   a. If yes, how will consistent use be maintained at all sites?

      Internal use (data entry, update, deletion) is performed by System Administrator. Maintenance is performed by contractor with the knowledge/approval of the System Administrator.

3. Which user group(s) (e.g., system administrators, project manager, etc.) have access to the system?

   System Administrator(s)
   Project Manager
   Maintenance contractor(s)

4. Will a record of their access to the system be captured?

   Yes.

   a. If yes, what will be collected?

      Date, time, user id, action.

5. Will contractors have access to the system?

   Yes.

   a. If yes, for what purpose?

Maintenance/enhancements.

- Ensure that the following Federal Acquisition Regulation (FAR) clauses are referenced in all contracts/agreements/purchase order where a contractor has access to a Privacy Act system of records to ensure that the wording of the agency contracts/agreements/purchase order make the provisions of the Privacy Act binding on the contractor and his or her employees:

  - 52.224-1 Privacy Act Notification.

  - 52.224-2 Privacy Act.

6. What auditing measures and technical safeguards are in place to prevent misuse of data?

   Documented in Security Categorization. In addition, the application uses stored procedures which minimizes the vulnerability of attack on data.

7. Are the data secured in accordance with FISMA requirements?

   Currently going through the Certification and Accreditation process.

   a. If yes, when was Certification and Accreditation last completed?

PRIVACY IMPACT ASSESSMENT REVIEW/APPROVAL
(For Use by OIS/IRSD/RFPSB Staff)

System Name: Public Meeting Notice System (PMNS)

Submitting Office: Office of Information Services

A. PRIVACY ACT APPLICABILITY REVIEW

_X_ Privacy Act is not applicable.

____ Privacy Act is applicable. Currently covered under System of Records, NRC- . No modification to the system notice is required.

____ Privacy Act is applicable. Creates a new system of records. FOIA/PA Team will take the lead to prepare the system notice.

____ Privacy Act is applicable. Currently covered under System of Records, NRC- . Modification to the system notice is required. FOIA/PA Team will take the lead to prepare the following changes:

Comments:

PMNS does not contain personally identifiable information (PII). The only information about an individual that is maintained in PMNS is the name and work telephone number of the NRC meeting contact. No information is retrieved by an individual's name or personal identifier.

Reviewer's Name	Title	Date
Russell A. Nichols	FOIA/PA Officer	May 21, 2007

B. INFORMATION COLLECTION APPLICABILITY DETERMINATION

_X_ No OMB clearance is needed.

____ OMB clearance is needed.

____ Currently has OMB Clearance. Clearance No. _____

Comments:

PMNS is a Web-based application used to track and maintain NRC-sponsored public meeting information, such as the name and office telephone number of the meeting contact. It will not collect information from 10 or more of the public, and therefore, no OMB clearance approval is required.

Reviewer's Name	Title	Date
Christopher J. Colburn	Senior Analyst	May 21, 2007

C. RECORDS RETENTION AND DISPOSAL SCHEDULE DETERMINATION

___ No record schedule required.

____ Additional information is needed to complete assessment.

____ Needs to be scheduled.

__X__ Existing records retention and disposition schedule covers the system - no modifications needed.

____ Records retention and disposition schedule must be modified to reflect the following:

Comments:

General Records Schedules identified continue to apply to this system.

Reviewer's Name	Title	Date
Jeff Bartlett	Senior Records Analyst	05/24/05

D. BRANCH CHIEF REVIEW AND CONCURRENCE

__X__ This IT system **does not** collect, maintain, or disseminate information in identifiable form from or about members of the public.

____ This IT system **does** collect, maintain, or disseminate information in identifiable form from or about members of the public.

I concur in the Privacy Act, Information Collections, and Records Management reviews:

/RA/ Date 05/29/2007

Margaret A. Janney, Chief
Records and FOIA/Privacy Services Branch
Information and Records Services Division
Office of Information Services

TRANSMITTAL OF PRIVACY IMPACT ASSESSMENT/
PRIVACY IMPACT ASSESSMENT REVIEW RESULTS

TO: **Edward T. Baker III, Director, Office of Information Services**	
Name of System: **Public Meeting Notice System (PMNS)**	
Date RFPSB received PIA for review: **May 21, 2007**	Date RFPSB completed PIA review: **May 29, 2007**
Noted Issues: Privacy Act is not applicable. PMNS does not contain personally identifiable information (PII). No OMB clearance is needed. General Records Schedules GRS 20-3, "Electronic Versions of Records Scheduled for Disposal," and GRS 23-5, "Schedules of Daily Activities," continue to apply to this system.	
Margaret A. Janney, Chief Records and FOIA/Privacy Services Branch Office of Information Services	Signature/Date: ***/RA/*** 05/29/2007
Copies of this PIA will be provided to: *James C. Corbett, Director* *Business Process Improvement and Applications Division* *Office of Information Services* *Kathy L. Lyons-Burke, CISSP* *Senior IT Security Officer (SITSO)/Chief Information Security Officer (CISO)* *Office of Information Services*	