factor authentication for computer access; and securing areas where records are stored. Job-specific assigned roles control the release of data only to authorized users. All users of personal information in connection with the performance of their jobs protect information from public view and unauthorized personnel entering an unsupervised office.

4. Risk assessment: Risk assessments and continuous monitoring activities ensure that vulnerabilities, risks, and other security concerns are identified and addressed in the system design and throughout the life cycle of the project.

RECORD ACCESS PROCEDURES:

Record access procedures are the same as Requests in Person procedures below.

CONTESTING RECORD PROCEDURES:

To contest a record in the system, contact the System Manager at the address specified above and reasonably identify the record, stipulate the information being contested, state the corrective action sought and the reason(s) for requesting the correction, along with supporting documentation to show how the record is inaccurate, incomplete, untimely, or irrelevant.

NOTIFICATION PROCEDURES:

Requests must be made to the System Manager.

Requests by mail: Requests for information and/or access to records received by mail must contain information providing the identity of the writer, and a reasonable description of the record desired, and who it concerns. Written requests must contain the name and address of the requester, his/her date of birth and his/her signature for comparison purposes. Requests must be notarized to verify his/her identity. If an individual does not have identification papers to verify identity, (s)he must certify in writing that (s)he is the individual (s)he claims to be and that (s)he understands that the knowing and willful request for, or acquisition of, a record pertaining to an individual under false pretenses is a criminal offense subject to a $5,000 fine.

Requests on behalf of a minor/legally incompetent person: A parent or guardian who makes a request on behalf of a minor/legally incompetent person must verify his/her relationship to the minor/legally incompetent person as well as his/her own identity. If requesting a minor or legally incompetent person’s medical records, the parent or guardian of a minor/legally incompetent person must designate a family physician or other health professional (other than a family member) to whom the records, if any, will be sent.

Requests by telephone/facsimile/electronic mail: Since positive identification of the requester cannot be established, telephone, facsimile, or electronic mail (email) requests will not be honored.

EXEMPTIONS PROMULGATED FOR THE SYSTEM:

None.

HISTORY:


Notice of Recission

For the reason explained in the SUPPLEMENTARY INFORMATION section at II., the following system of records is rescinded:

SYSTEM NAME AND NUMBER:


HISTORY:


DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Institutes of Health

National Institute of Arthritis and Musculoskeletal and Skin Diseases; Notice of Closed Meeting

Pursuant to section 10(d) of the Federal Advisory Committee Act, as amended, notice is hereby given of the following meeting. The meeting will be closed to the public in accordance with the provisions set forth in sections 552b(c)(4) and 552b(c)(6), Title 5 U.S.C., as amended. The grant applications and the discussions could disclose confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the grant applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Name of Committee: National Institute of Arthritis and Musculoskeletal and Skin Diseases Special Emphasis Panel; BACPAC U24 Review.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Institutes of Health

National Institute of Biomedical Imaging and Bioengineering; Notice of Closed Meeting

Pursuant to section 10(d) of the Federal Advisory Committee Act, as amended, notice is hereby given of a meeting of the National Institute of Biomedical Imaging and Bioengineering Special Emphasis Panel.