



ANNOUNCEMENT

from the Copyright Office, Library of Congress,
101 Independence Avenue, S.E., Washington, D.C. 20559-6000

PRIVACY ACT OF 1974: CURRENT SYSTEMS OF RECORDS

LIBRARY OF CONGRESS

Copyright Office

37 CFR Part 204

Privacy Act of 1974: Current System of Records

AGENCY: Copyright Office, Library of
Congress

SUMMARY: The Privacy Act of 1974 requires that the Copyright Office maintain a list of the systems of records it keeps, together with descriptions of the records kept in those systems and methods the public may use to access information in the systems. The most up to date version of the systems of records was published in September 1998 and amended in October 1999. This updated list reflects changes, additions and deletions of records maintained by the Office since the last publication of systems of records, which occurred in August 1993.

SUPPLEMENTARY INFORMATION: The Copyright Office periodically reviews and reports the systems of records it maintains, as directed by terms of the Administrative Procedure Act (APA), title 5 of the United States Code. See 5 U.S.C. 552a(e)(4). The APA applies to certain Copyright Office activities described in title 17 U.S.C. 701(d). In 1998 and 1999 the Office updated the information in its systems of records listing for accuracy, noting any changes in recordkeeping procedures and additions to the systems it maintains. See 64 FR 54361 (October 6, 1999), 63 FR 51609 (September 28, 1998).¹ Following

¹This ML contains the Copyright Office's entire system of records as published in 1993 and updated in 1998 and 1999.

publication of each updated list and its amendments in the Federal Register, the Office received no comments from the public. The 1998 amendments became effective on November 1, 1998, and the 1999 updates and amendments became effective on November 22, 1999.

The 1998 list as amended in 1999 reflects several changes from the previous list, published August 16, 1993. These changes reflect modifications of the records systems in light of: (1) the Office's new functions and duties under the Uruguay Round Agreements Act, Pub.L. 103-465, 108 Stat. 4809, 4976 (1994); (2) its new functions and duties under the Copyright Royalty Tribunal Reform Act, Pub.L. 103-198, 107 Stat. 2304 (1993); and (3) deletions or additions to existing file systems. The Uruguay Round Agreements Act added a new section 104A to the Copyright Act of 1976 establishing a procedure for restoration of copyright in certain works that had fallen into the public domain in the United States. The Office received filings of notices of intent to restore copyrights in such works and identified a new file, CO-27 "Notices of Intent to Enforce Copyrights Restored Under the Uruguay Round Agreements Act."² The Copyright Royalty Tribunal Reform Act created a new system of Copyright Arbitration Royalty Panels to administer copyright compulsory licensing provisions in title 17, United States Code, sections 111, 114, 115, 118, 119, and Chapter 10. Files containing related information and documentation can be found in CO-11 and CO-23. In 1998, the Office also made available as separate file systems CO-9 "Freedom of Information Act Annual Reports," CO-24 "Licensing Division File of Specialty Station Claimants," CO-28

²The Office continues to maintain those records although the period for eligibility to file NIE's for most countries expired on December 31, 1997.

"Requests for Copyright Office Litigation Statements," and CO-31 "Litigation Statement Authorization File."³

In 1999 the Office added to the systems of records a listing of appeals of the Office's refusal to register a claim submitted by a copyright claimant; records concerning an online service provider's designation of an agent; records related to initial notices of digital transmissions of sound recordings; and records of notice of designation as a collective. It also amended information concerning records maintained on the agreements between the Library of Congress and copyright owners of motion pictures.

The final updated and complete list of Copyright Office Systems of Records is available online at the Copyright Office's website, and any future changes will be recorded at that site. See <http://lcweb.loc.gov/copyright>. A printed copy of the systems of records may also be provided to any member of the public who requests it.
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CO-1

SYSTEM NAME:

Copyright In-Process System (COINS).

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who make fee service requests to the Office, including individuals who maintain deposit accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

If remittance received: Name of remitter, appropriate cross-references, title of work, amount received, amount used, class of application or fee service code, number of copies, nature of deposit code.

If deposit account: Name of deposit account holder, title of work, debit, credit notation, old balance, new balance, class of application or fee service code, number of copies, nature of deposit code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 705, 708.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) record copyright fee charges, reconcile deposits of fees and generate accounting reports; (2) create a record of receipt of all fee service requests; (3) determine the status of recently submitted requests, including the registration number assigned; (4) send periodic statements to deposit account holders of their transactions with the Office; and (5) notify deposit account holders that their accounts have become depleted.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records kept from November 1, 1977. Records are on computer discs and tapes.

RETRIEVABILITY:

By name of remitter, title, deposit account holder, deposit account number, and transaction identification number.

SAFEGUARDS:

Records are stored in a room which is restricted to authorized personnel and locked during nonworking hours. Computer access is by functional passwords which are restricted to personnel who require access to these records in the performance of their official duties.

RETENTION AND DISPOSAL:

The computerized system is used to store transactions for at least six months, at which time the record is transferred to microfilm for permanent retention.

SYSTEM MANAGER(S) AND ADDRESS:

Section Head, Fiscal Control Section, Receiving and Processing Division, Copyright Office, Library of Congress,

Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURE:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individuals who request fee services.

CO-2

SYSTEM NAME:

Copyright Claims Registration Files.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000; Landover Center Annex, 1701 Brightseat Road, Landover, MD 20785; Washington National Records Center, Washington, DC 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authors and other copyright owners, copyright claimants, applicants for registration or copyright renewal, or the authorized agents of such individuals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names and addresses of copyright claimants; certified statements pertaining to authorship, creation, publication, and other registration related information; general correspondence pertaining to registration of claims to copyright.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 705, 708.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) prepare search reports at the request of a member of the public; (2) respond to requests by the public for information; (3) correspond with applicants or otherwise process applications and related materials; (4) monitor and control the flow of work in the Office; and (5) establish and maintain a public record. It is the general policy of the Copyright Office to deny direct public

inspection of in-process application forms and correspondence, and any related material forming part of a pending application, except upon the request of the copyright claimant or his or her authorized representative. Once registration of a copyright claim has been completed or refused at the final agency level, the registration and correspondence records pertaining to that claim are open for public inspection from 8:30 a.m. to 5 p.m., Monday through Friday, except legal holidays.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Envelopes in file cabinets and on shelves, index cards in file cabinets, bound volumes and microfilm computer tapes and disks; Copyright Office Electronic Registration, Recordation and Deposit Systems (CORDS) records are stored on-line.

RETRIEVABILITY:

Registration number, cross-referenced by name of author, name of claimant, and title of work in the Copyright Card Catalog and post-1977 automated catalog files; alphabetically by author's pseudonym (prior to 1938) in Pseudonym Card File; on computer terminals by correspondence control number, remitter's name and any entered cross-references, in process number, registration number; in the case of physical files, by correspondence control number on a bar code label attached to each file, and in the case of on-line files, by accessing LOCIS (Library of Congress Information System) to examine the COHM, COHD, and COHS files. This can be done by connecting to LOCIS through the Library of Congress' internet gopher at marvel.loc.gov.

SAFEGUARDS:

With the exception of the Copyright Card Catalog and post-1977 automated catalog files, these records are maintained in areas that are restricted to authorized personnel. All records in this system are maintained in areas that are locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained permanently.

SYSTEM MANAGER(S) AND ADDRESS(ES):

Section Head, Renewals Section, Examining Division, Copyright Office, Library of Congress, Washington, DC 20559-6000; Section Head, Mail and Correspondence Control Section, Receiving and Processing Division, Copyright Office, Library of Congress, Washington, DC 20559-6000; Head, Records Management Section,

and Head, Reference and Bibliography Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, DC 20559-6000; Section Head, Technical Support Section, Cataloging Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Remitters or their authorized agents.

CO-3

SYSTEM NAME:

Miscellaneous Correspondence Files.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have: (1) written to the Copyright Office for information about copyright or (2) requested fee services such as search reports, copies of records or additional certificates of copyright registration.

CATEGORIES OF RECORDS IN THE SYSTEM:

General correspondence, including, where appropriate, the requester's name and action taken by the Office.⁴

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 407-410, 705, 706, 708.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) maintain a record of correspondence with

⁴Most general or routine requests for information made by letter, telephone or e-mail are answered but not permanently retained. The Licensing Division of the Copyright Office maintains a separate set of correspondence files regarding administration of the compulsory licenses in title 17, United States Code. These records are described below.

individuals who address inquiries to the Office and with individuals who request fee services; (2) record the removal and return of documents in a file by Office personnel; and (3) control and monitor the processing of requests.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Envelopes in file cabinets and on shelves; on occasion, 3 x 5 paper slips in a file cabinet; personal computer hard drives or diskettes.

RETRIEVABILITY:

Alphabetically by correspondent's name.

SAFEGUARDS:

These records are maintained in areas that are restricted to authorized personnel and are locked during nonworking hours.

RETENTION AND DISPOSAL:

Some files are retained indefinitely, while others are retained for only three years.

SYSTEM MANAGER(S) AND ADDRESS:

Section Head, Certification and Documents Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, DC 20559-6000; Section Head, Mail and Correspondence Control Section, Receiving and Processing Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURE:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains, or his or her authorized agent.

CO-4

SYSTEM NAME:

Recorded Document Files.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are parties to, or have submitted for recordation, assignments, licenses, notices of termination of transfer, and other documents pertaining to a copyright; notices of error in the name in a copyright notice; authors of anonymous and pseudonymous works in instances where any person having an interest in the copyright in such a work submits a statement identifying one or more authors of the work; authors of works in instances where any person having an interest in the copyright in a particular work submits a statement of the death of the author or a statement that the author is still living on a particular date; those who have filed notices of intent to enforce copyright (NIEs) under the Uruguay Round Agreements Act (URAA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Assignments, licenses, notices of termination of transfer, wills, statements of abandonment of copyright, affidavits (such as a statement with respect to the authorship of a work), agreements or contracts, and other documents pertaining to copyright ownership, statements of identity of an anonymous or pseudonymous author, statements of the date of death of an author or that the author is still living on a particular date, notices of error in the name in a copyright notice, and notices of intent to enforce copyright under the Uruguay Round Agreements Act.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 104A, 203(a)(4), 205, 302, 304(c), 406(a)(2), 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records of recorded documents are open to public inspection from 8:30 a.m. to 5 p.m., Monday through Friday, except legal holidays. The Office uses these documents to compile an index to filings received for recordation. The index to documents received and recorded through 1977 is located in the Copyright Card Catalog. Since January 1, 1978, access to assignment documents recorded after 1977 is available in the automated document catalog file.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Prior to recordation, records are maintained in envelopes in file cabinets. Once recorded, original documents are microfilmed and returned to the remitter. Copies of copyright assignments and related documents received prior to 1954 are in bound volumes as well as on microfilm.

RETRIEVABILITY:

By the date the Office received the document and cross-referenced it in the Copyright Card Catalog or automated document catalog file by individual names and titles of works, by volume and page number or microfilm, by document number and Copyright imaging system.

SAFEGUARDS:

Prior to recordation, documents and related materials are maintained in a room which is restricted to authorized personnel. All records are maintained in areas that are locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Documents Recordation Section, Cataloging Division, Copyright Office, Library of Congress, Washington, DC 20559-6000; and Section Head, Reference and Bibliography Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Request from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains, such individual's authorized agent, and other parties to the document recorded, or such parties' authorized agents, as well as individuals having an interest in the copyright in a work which is the subject of the document submitted for recordation.

CO-5**SYSTEM NAME:**

Motion Picture Agreement Files.

SYSTEM LOCATION:

Motion Picture, Broadcasting, and Recorded Sound Division, Library of Congress, Washington, D.C. 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Copyright depositors who have agreed to return to the Library one archival quality copy of any motion picture returned to the depositor, if the Library of Congress requests such return within two years of the date of deposit.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain the name and address of the depositor and the date on which the Motion Picture Agreement was executed by the Librarian of Congress.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 407, 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Library of Congress uses these records to determine if it has a Motion Picture Agreement with the depositor of a motion picture. If the Library has such an agreement, the copy of the motion picture submitted will be returned to the remitter if a written request has been made. In the absence of such an agreement, the Motion Picture, Broadcasting, and Recorded Sound Division of the Library of Congress will retain the copy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

The Agreements are retained and are publicly available in the Motion Picture Reading Room, Motion Picture, Broadcasting, and Recorded Sound Division, Room LM 338, James Madison Building, Library of Congress, Washington, D.C. 20540-4690.

RETRIEVABILITY:

Alphabetically by depositor's name.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Reference Assistant, Motion Picture, Broadcasting, and Recorded Sound Division, Room LM 338, James Madison Building, Library of Congress, Washington, D.C. 20540-4690.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Request from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Depositors or their authorized agents.

CO-6

SYSTEM NAME:

Deposit Recordation File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who, without simultaneously applying for copyright registration, have submitted deposit copies in accordance with the provisions of 17 U.S.C. 407.

CATEGORIES OF RECORDS IN THE SYSTEM:

Title of work, edition statement, imprint, collation, in notice statement, depositor, depositor's address, number of copies received, date received, and disposition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 407, 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) keep a record of compliance with 17 U.S.C. 407; (2) locate and correspond with those who have published works but who have not deposited the required copies; (3) prepare weekly statistics on the number and nature of deposits received; and (4) prepare search reports at the request of a member of the public.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

4 x 6 inch index cards in a cabinet and visible file; records from April 5, 1993, kept on computer disk.

RETRIEVABILITY:

Alphabetically by depositor's name, author's name, and title of work.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Copyright Cataloging Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Deposit copies submitted.

CO-7

SYSTEM NAME:

Compliance Activity File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals from whom the Office has demanded, in accordance with 17 U.S.C. 407, copies of works published in the United States. It also includes individuals whose works were found to be deposited in accordance with 17 U.S.C. 407 prior to a demand.

CATEGORIES OF RECORDS IN THE SYSTEM:

Author's name, title of work, publisher, copyright claimant, dates of initial and follow-up action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 407, 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to avoid sending out duplicate correspondence.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

4 x 6 inch index cards in a file cabinet.

RETRIEVABILITY:

Alphabetically by title and claimant's name.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Copyright Acquisitions Division, Copyright Office, Library of Congress, Washington, DC 20559-6600.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Printed bibliographies, publishers' catalogs, citations provided by the Library of Congress, published citations of the work, and Office personnel who have personally observed the item cited.

CO-8**SYSTEM NAME:**

Freedom of Information Act and Privacy Act Requests and Disclosures File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted Freedom of Information Act and/or Privacy Act requests in accordance with 37 CFR parts 203 and 204.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests submitted under the Freedom of Information Act and/or Privacy Act; requests submitted under the Privacy Act for correction or amendment of Office records, and copies of the Office's responses to these requests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 701; 5 U.S.C. 552, 552a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) maintain an accounting of Freedom of Information Act and/or Privacy Act requests and Office responses to these requests; (2) maintain an accounting of requests submitted under the Privacy Act to correct or amend a record pertaining to an individual and the Office responses to these requests; (3) compile the annual report required by the Freedom of Information Act; and (4) review and compile the records report required by the Privacy Act.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Folders in a file cabinet, information on PC databases.

RETRIEVABILITY:

Alphabetically by requester's name.

SAFEGUARDS:

Records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Section Head, Information Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individuals to whom the record pertains, and Copyright Office records.

CO-9**SYSTEM NAME:**

Freedom of Information Act Annual Reports.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports compiled by the Supervisory Copyright Information Specialist and submitted to Congress and/or the U.S. Attorney General summarizing the number of requests made to the Copyright Office under the Freedom of Information and the nature of the responses to these requests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 701; 5 U.S.C. 552.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Reports submitted annually to Congress and/or the U.S. Attorney General summarizing the number of requests made to the Copyright Office under the Freedom of Information and the nature of the responses to these requests.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Folders in a file cabinet.

RETRIEVABILITY:

Chronologically, by year.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Section Head, Information Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individuals to whom the record pertains, and Copyright Office records.

CO-10**SYSTEM NAME:**

Address File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Copyright claimants of record whose address has been requested by a member of the public.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name and address of claimant of record, year date of address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 407, 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to facilitate searching for addresses of copyright claimants when such addresses are requested by a member of the public.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

3 x 5 inch index cards in file drawer.

RETRIEVABILITY:

Alphabetically by claimant of record's name.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely; however, obsolete addresses are disposed of as more current addresses are obtained.

SYSTEM MANAGER(S) AND ADDRESS:

Section Head, Reference and Bibliography Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Copyright claimants, their authorized agents, telephone books, and city directories.

CO-11

SYSTEM NAME:

Secondary Transmissions by Cable Systems: Statements of Account.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Owners of cable systems who file semi-annual statements of account required by 17 U.S.C. 111(d)(2).

CATEGORIES OF RECORDS IN THE SYSTEM:

Legal names and addresses of owners of cable systems, call signs and locations of primary transmitters and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 111(d)(2).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) prepare search reports compiled at the request of a member of the public; and (2) establish and maintain a public record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet and, after three years, microfilm.

RETRIEVABILITY:

Alphabetically by legal name of the owner of the cable system, grouped according to accounting period and year.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated

under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains or such individual's authorized agent.

CO-12

SYSTEM NAME:

Secondary Transmissions by Satellite Carriers for Private Home Viewing: Statements of Account.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20059-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Owners of satellite carriers who file semi-annual statements of account required by 17 U.S.C. 119(b)(1).

CATEGORIES OF RECORDS IN THE SYSTEM:

Legal names and addresses of owners of satellite systems that retransmit superstations and network television signals to subscribers for private home viewing together with the number of subscribers that received such transmissions, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 119(b)(2).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) prepare search reports compiled at the request of a member of the public; (2) establish and maintain a public record; and (3) prepare internal statistical and accounting reports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet and, after three years, microfilm.

RETRIEVABILITY:

Alphabetically by legal name of the owner of the satellite carrier, grouped according to accounting period and year.

SAFEGUARDS:

Records are maintained in a room which

is restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains or such individual's authorized agent.

CO-13

SYSTEM NAME:

Licensing Division Correspondence File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who send letters of transmittal and other incidental Licensing Division correspondence.

CATEGORIES OF RECORDS IN THE SYSTEM:

General correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 111, 115, 116, 118, 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to maintain a record of incidental correspondence with the Licensing Division.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in file cabinet.

RETRIEVABILITY:

Alphabetically by correspondent's name.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Records are kept in the open file until a reply is received or until the case is closed. Records in the closed file are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains or such individual's authorized agent.

CO-14

SYSTEM NAME:

Secondary Transmissions by Cable Systems: Correspondence Files.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

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, including advisory

letters regarding inquiries into administration of compulsory licenses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 111, 705.

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:

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:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Licensing Division personnel, the Copyright Office General Counsel, and the Register of Copyrights.

CO-15

SYSTEM NAME:

Cable System Videotape Transfer Contracts File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals to whom a cable system has transferred a videotape of a program nonsimultaneously transmitted by it pursuant to a written, nonprofit contract providing for the equitable sharing of costs of such videotape and its transfer.

CATEGORIES OF RECORDS IN THE SYSTEM:

Transferor, transferee, title, date contract effective, date of recordation, location of cable system, notation of acknowledgement of receipt by the Copyright Office, related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 111(e)(2)(A).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) prepare search reports compiled at the request of a member of the public; and (2) establish and maintain a public record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Folders in file cabinet and on microfilm.

SAFEGUARDS:

Records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Parties to the transfer contracts or such parties' authorized agents.

CO-16**SYSTEM NAME:**

Network Name and Address File for Satellite Carrier Statutory License.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Television networks and individuals to whom a satellite carrier files a list identifying all subscribers to which the satellite carrier makes secondary transmissions of that network's primary transmission.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of the television network, the contact person, a full mailing address, telephone number and related information required by 17 U.S.C. 119(a)(2)(C).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 119(a)(2)(C).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) prepare search reports compiled at the request of a member of the public; and (2) establish and maintain a public record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Folders in a file cabinet.

RETRIEVABILITY:

Alphabetically by legal name of the network owner.

SAFEGUARDS:

These records are maintained in a room restricted to authorized personnel and locked

during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Any individual to whom the record pertains or such individual's authorized agent.

CO-17**SYSTEM NAME:**

Voluntary Licensing Agreements File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who submit for recordation voluntary licensing agreements between: (1) copyright owners of published nondramatic musical works and published pictorial, graphic, and sculptural works and public broadcasting entities; and (2) copyright owners of nondramatic literary works and public broadcasting entities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of actual agreements submitted for recordation, copies of registration certificates of record, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 118(b)(2), 118(e)(1).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) prepare search reports compiled at the request of a member of the public; (2) prepare internal statistical reports; and (3) establish and maintain a public record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet and on microfilm.

RETRIEVABILITY:

Alphabetically by names of copyright owners and public broadcasting entities.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Parties to voluntary licensing agreements or such parties' authorized agents.

CO-18

SYSTEM NAME:

Satellite Carrier Voluntary Agreements File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Satellite carriers, distributors, and copyright owners.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of actual agreements submitted and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 119(c)(2)(C).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) prepare search reports compiled at the request of a member of the public; and (2) establish and maintain a public record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet.

RETRIEVABILITY:

Alphabetically by legal name of the owner of the satellite carrier, distributor, and copyright owner.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Any individual to whom the record pertains or such individual's authorized agent.

CO-19

SYSTEM NAME:

Notice of Intention to Obtain Compulsory License for Making and Distributing Phonorecords Embodying Nondramatic Musical Works File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who file a notice of their intention to obtain a compulsory license for making and distributing phonorecords embodying nondramatic musical works.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, name of copyright owner, titles, date of recordation of notice, internal notation of date upon which the Office informally acknowledged receipt of the notice.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 115(b)(1).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) prepare search reports compiled at the request of a member of the public; (2) establish and maintain a public record; and (3) prepare internal statistical reports.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in file cabinet.

RETRIEVABILITY:

Alphabetically by name of remitter and name of copyright owner.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, DC 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in

writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains or such individual's authorized agent.

CO-20

SYSTEM NAME:

Annual list of claimants to the satellite carrier statutory license royalties.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Copyright owners who claim to be entitled to statutory license fees for secondary transmissions by satellite carriers for private home viewing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Legal name and address of claimant, example of a secondary transmission forming the basis of the claim, and related information required under 37 CFR part 257.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 119(b)(4)(A).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: 1) identify the claimants who assert a claim in a particular calendar year to the royalty fees collected under the satellite carrier compulsory license, 2) review compliance with the filing regulations, 37 CFR part 257, and 3) establish and maintain a public file.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet.

RETRIEVABILITY:

Listed by claimant name in order of receipt.

SAFEGUARDS:

The records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Copyright General Counsel, Copyright Office, Library of Congress, Washington, DC 20559-6000. CARP Specialist, Copyright/GC/CARP, P.O. Box 70997, Southwest Station, Washington, DC 20024.

RECORD ACCESS PROCEDURES:

Request from individuals should be in writing addressed to the official designated under "Notification procedures."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individuals to whom record pertains or such individual's authorized agent.

CO-21

SYSTEM NAME:

Annual list of claimants to the cable compulsory license royalties.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copyright owners who claim to be entitled to statutory license fees for secondary transmissions of broadcast signals by a cable system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Legal name and address of claimant, example of a secondary transmission forming the basis of the claim, and related information required under 37 CFR part 253.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 111(d)(4)(A).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1)

identify the claimants who assert a claim in a particular calendar year to the royalty fees collected under the cable compulsory license; (2) review compliance with the filing regulations, 37 CFR part 257, and (3) establish and maintain a public file.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet.

RETRIEVABILITY:

Listed by claimant name in order of receipt.

SAFEGUARDS:

The records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Copyright General Counsel, Copyright Office, Library of Congress, Washington DC 20559-6000.

NOTIFICATION PROCEDURES:

Inquiries about an individual's record should be in writing addressed to the CARP Specialist, Copyright/GC/CARP, P.O. Box 70997, Southwest Station, Washington, DC 20024.

RECORD ACCESS PROCEDURES:

Request from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individuals to whom the record pertains or such individual's authorized agent.

CO-22

SYSTEM NAME:

Annual list of claimants to the digital audio recording technology (DART) royalties.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Interested copyright parties who claim to be entitled to statutory license fees because their musical works or sound recordings have

been embodied in digital or analog musical recordings and distributed to the public in transmissions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Legal name and address of claimant, example of a sound recording forming the basis of the claim, and related information required under 37 CFR part 259.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 1007(a)(1).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) identify the claimants who asserted claims in a particular calendar year to the royalty fees collected under the Audio Home Recording Act of 1992; (2) review compliance with the filing regulations; and (3) establish and maintain a public file.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet.

RETRIEVABILITY:

Listed by claimant name according to fund and subfund in order of receipt.

SAFEGUARDS:

The records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Copyright General Counsel, Copyright Office, Library of Congress, Washington DC 20559-6000.

NOTIFICATION PROCEDURES:

Inquiries about an individual's record should be in writing addressed to the CARP Specialist, Copyright Office/GC/CARP, P.O. Box 70977, Southwest Station, Washington, DC 20024.

RECORD ACCESS PROCEDURES:

Request from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Any individual to whom the record pertains or such individual's authorized agent.

CO-23

SYSTEM NAME:

Records of proceedings to distribute royalty fees or adjust royalty rates.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Copyright owners who are entitled to receive statutory license fees and entities which pay the statutory fees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Petitions to initiate proceeding, legal filings, orders, transcripts, report of arbitration panel, and all other documents related to a distribution or rate adjustment proceeding.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 802(c).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) document distribution and rate adjustment proceedings; (2) create a written record for review by the U.S. Court of Appeals; and (3) establish and maintain a public file.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet.

RETRIEVABILITY:

Docket number, date of filing, party name, and type of filing.

SAFEGUARDS:

The records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Copyright General Counsel, Library of Congress, Washington DC 20559-6000.

NOTIFICATION PROCEDURES:

Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

RECORD ACCESS PROCEDURES:

Request from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Parties who participate in the distribution or rate adjustment proceeding.

CO-24

SYSTEM NAME:

Licensing Division File of Specialty Station Claimants

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Copyright owners who claim specialty station status for purposes of administration of 17 U.S.C. 111.

CATEGORIES OF RECORDS IN THE SYSTEM:

Affidavits from broadcast television stations that claim specialty station status due to carriage of former Federal Communications Commission rules at 47 CFR 76.5(kk)(1981).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 701.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to: (1) administer the provisions of the cable compulsory license, 17 USC 111; and (2) establish and maintain a public file available for review to verify facts in filings.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet.

RETRIEVABILITY:

By station call letters.

SAFEGUARDS:

The records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGERS AND ADDRESS:

Chief of Licensing Division, Copyright Office, Library of Congress, Washington, D.C. 20559-6400.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Broadcast television stations that claim specialty station status and file affidavits to that effect with the Copyright Office.

CO-25**SYSTEM NAME:**

Mask Work Registration Files.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20557.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Mask work owners, applicants for mask work registration, or the authorized agents of such individuals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names and addresses of mask work owners; certified statements pertaining to creation, commercial exploitation, ownership, and other registration-related information; general correspondence pertaining to registration of mask work claims.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 908(b), 705.

ROUTINE USES OF RECORDS**MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The Office uses these records to: (1) prepare search reports at the request of a member of the public; (2) respond to requests by the public for information; (3) correspond with applicants or otherwise process applications and related materials; (4) monitor and control the flow of work in the Office; and (5) establish and maintain a public record. It is the general policy of the Copyright Office to deny direct public inspection of in-process application forms and correspondence, and any related material forming part of a pending application, except upon the request of the mask work owner or his/her authorized representative. Once registration of a claim to mask work protection has been completed or refused at the final agency level, the registration and correspondence records pertaining to that claim are open for public inspection from 8:30 a.m. to 5 p.m., Monday through Friday, except legal holidays.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Envelopes in file cabinets and on shelves; computer tapes and discs; and microform.

RETRIEVABILITY:

By registration number, cross-referenced by name of owner and title of work in the automated or microform catalog files; by correspondence control number, applicant's name, title of work, and any entered cross-references in the automated correspondence management system; by fee service number, applicant's name, title of work, and any entered cross-references in the automated receipts in-process system; in the case of physical files, by correspondence control number on a bar code label attached to each file, for in-process files, and by applicant's name for closed correspondence files.

SAFEGUARDS:

Automated records are available at computer terminals located throughout the Library of Congress. Physical records are maintained in areas that are restricted to authorized personnel. All records in this system are maintained in areas that are locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Section Head, Visual Arts Section, Examining Division, Department MW,

Library of Congress, Washington, DC 20540.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Applicants or their authorized agents.

CO-26**SYSTEM NAME:**

Mask Work Recorded Documents Files.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are parties to, or have submitted for recordation, assignments, licenses, and other documents pertaining to a mask work.

CATEGORIES OF RECORDS IN THE SYSTEM:

Assignments, licenses, wills, agreements or contracts, and other documents pertaining to mask works.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 908(b), 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM:

Records of recorded documents are open to public inspection from 8:30 a.m. to 5 p.m., Monday through Friday, except legal holidays. In addition, the Office uses these records to compile an index to recorded documents, which is interfiled in the automated catalog files.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Prior to recordation, records are maintained in manila envelopes in file cabinets. Once recorded, original documents are microfilmed and returned to the

applicant. Mask work documents appear on microfilm. Mask work documents recorded prior to 1990 appear on separate reel(s) of microfilm; they are not interspersed with copyright related documents.

RETRIEVABILITY:

Before recordation, by date the Office received the document; after recordation, cross-referenced in the automated catalog files by names of parties and titles of works.

SAFEGUARDS:

Prior to recordation, documents and related materials are maintained in a room which is restricted to authorized personnel. Automated records are available at computer terminals located throughout the Library of Congress. All records are maintained in areas that are locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Documents Recordation Section, Cataloging Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains, such individual's authorized agent, and other parties named in the document recorded, or such parties' authorized agents, as well as individuals having an interest in the mask work which is the subject of the document submitted for recordation.

CO-27

SYSTEM NAME:

Notices of Intent to Enforce Restored Copyrights under the Uruguay Round Agreements Act (URAA).

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUAL COVERED BY THE SYSTEM:

Individuals who have filed notices of intent to enforce copyrights restored under the URAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Notices of intent to enforce restored copyrights that have been filed with the Copyright Office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 104(A).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records of notices of intent to enforce (NIEs) are useful to persons seeking to identify copyright owners and restored works whose owners have filed NIEs with the U.S. Copyright Office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Prior to recordations, records are maintained in file cabinets. Once recorded, original documents are recorded on optical disc.

RETRIEVABILITY:

Catalog records of NIEs are retrievable online by title, author, and copyright owner. Records also retrievable online by volume and page number where the document is recorded. Full NIEs are retrievable on optical disc by volume and page number.

SAFEGUARDS:

Prior to recordation, documents and related material are maintained in a room which is restricted to authorized personnel. All records are maintained in areas that are locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Documents Recordation Unit, Cataloging Division, Copyright Office, Library of Congress, Washington, D.C. 20559-6000; and Chief, Cataloging Division, Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Request from individuals should be made in writing, addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains, such individual's authorized agent, and other parties to the documents recorded, or such parties' authorized agents, as well as individual having an interest in the copyright in a work which is the subject of the document submitted for recordation.

CO-28

SYSTEM NAME:

Initial Notice of Digital Transmission of Sound Recordings under Statutory License.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Entities engaged in the digital transmission of sound recordings pursuant to statutory license.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of service, address of the service, telephone number, facsimile number, website address of service, name and title of an authorized representative of the service, signature of the authorized representative, and date of signature.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 114(f)(4)(A).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records of notices of digital transmissions of sound recordings are useful to copyright owners of sound recordings who wish to monitor the use of their works by digital transmission services.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Folders in a file cabinet and binders. Information available through Copyright Office homepage.

RETRIEVABILITY:

Initial notices are indexed by service name.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, D.C. 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a Service's record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing and addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Authorized agent of service to which record pertains.

CO-29**SYSTEM NAME:**

Notice of Designation as Collective under Statutory License.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Collectives designated under a statutory license to collect and distribute royalty funds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of collective, address of the collective, telephone number, facsimile number, website address of collective, and statement of authorization.

AUTHORITY FOR MAINTENANCE OF**THE SYSTEM:**

17 U.S.C. 114(f)(4)(A).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records of notice of designation as collective are useful to the services which make digital transmissions of the sound recordings.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Folders in a file cabinet and binders. Information available through Copyright Office homepage.

RETRIEVABILITY:

Initial notices are indexed by name of collective.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Licensing Division, Copyright Office, Library of Congress, Washington, D.C. 20557-6400.

NOTIFICATION PROCEDURE:

Inquiries about a Service's record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing and addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Authorized agent of service to which record pertains.

CO-30**SYSTEM NAME:**

OnLine Service Provider Designation of Agent File.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Designated agents of online service providers that receive notification of infringement by service providers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Included in this file are documents that include: (1) the name, address, telephone number, and electronic mail address of a service provider's agent; and (2) other contact information the Register of Copyrights deems appropriate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 701, 702, 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to maintain a record of agents of online service providers who should receive any notification of a claimed infringement which may afford a service provider limited liability under the copyright law.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE AND RETRIEVABILITY:**

Binders in the Public Information Office in the Information and Reference Division in the Copyright Office, Library of Congress. Also available online on the Copyright Office's web page.

SAFEGUARDS:

These records are maintained by the Public Information Office, in a secure room monitored by authorized personnel and locked during nonworking hours. Hours of operation of the Public Information Office are 8:30 a.m.-5:00 p.m., Monday through Friday (except holidays).

RETENTION AND DISPOSAL:

Records are retained indefinitely.

SYSTEM MANAGER AND ADDRESS:

Section Head, Information Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about the decisions in this file should be in writing addressed to the

Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individuals to whom the party pertains.

CO-31

SYSTEM NAME:

Litigation Statement Authorization File

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, DC 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who in the course of actual or pending litigation request copies of registration records or deposits that were submitted by a claimant as part of his or her registration application.

CATEGORIES OF RECORDS IN THE SYSTEM:

The litigation statement which was filed by an appropriate party to request copies of such registration materials to be used in actual or pending litigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 705, 708.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to allow individuals involved in active or pending litigation on copyright matters to obtain copies of records that were submitted to the Office as part of the application and registration process.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in files cabinets in the Certifications and Documents area of the Copyright Office in the James Madison Building of the Library of Congress in Washington, DC 20559-6000.

RETRIEVABILITY:

By registraton number.

SAFEGUARDS:

These areas are restricted to authorized personnel and locked during nonworking hours.

RETENTION AND DISPOSAL:

Retained for 10 years.

SYSTEM MANAGER(S) AND ADDRESS:

Section Head, Certification and Documents Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, DC 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about a record should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURE:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individual to whom the record pertains, or his or her authorized agent.

CO-32

SYSTEM NAME:

Copyright Office Appeal Decisions.

SYSTEM LOCATION:

Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants or their representatives who have appealed the Office's decision not to register claims submitted for copyright registration.

CATEGORIES OF RECORDS IN THE SYSTEM:

Included in this file are: (1) copies of letters written by designated Examining Division personnel who review decisions to refuse to register a claim after the applicant or his or her representative has filed a petition for reconsideration of the Examining Division's initial denial of registration; and (2) copies of the final decisions issued by the Copyright Office Appeals Board after

reexamination of an applicant's file upon a second request for reconsideration of the Office's refusal to register a claim.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

17 U.S.C. 701, 705.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office uses these records to maintain a record of decisions made by the Examining Division and the Copyright Office Appeals Board when an applicant seeks reconsideration of the Office's refusal to register his or her claims to copyright.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Binders in the Public Information Office in the Information and Reference Division in the Copyright Office, Library of Congress.

RETRIEVABILITY:

Documents are maintained in two categories, the first being Examining Division responses to initial requests for reconsideration of a refusal to register a claim, and the second being the Appeals Board's final decisions upon a second request for reconsideration of a claim. Each set of documents is retained in chronological order by the date of the correspondence in which the Office sends responses to the applicant or his or her agent.

SAFEGUARDS:

These records are maintained in the Public Information Office, a room monitored by authorized personnel and locked during nonworking hours. Hours of operation of the Public Information Office are 8:30 a.m.-5:00 p.m., Monday through Friday (except holidays).

RETENTION AND DISPOSAL:

Records are retained indefinitely.

SYSTEM MANAGER AND ADDRESS:

Section Head, Information Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

NOTIFICATION PROCEDURE:

Inquiries about the decisions in this file should be in writing addressed to the Supervisory Copyright Information Specialist, GC/I&R, P.O. Box 70400, Southwest Station, Washington, D.C. 20024.

RECORD ACCESS PROCEDURES:

Requests from individuals should be in writing addressed to the official designated under "Notification Procedure."

CONTESTING RECORD PROCEDURES:

See rules published in 37 CFR part 204.

RECORD SOURCE CATEGORIES:

Individuals to whom the record pertains, and Copyright Office records.

Dated: December 20, 1999

Marilyn J. Kretsinger,
Assistant General Counsel