Privacy Act Systems of Record Notices (SORNs)

If records in the possession of NIH (or a contractor working on our behalf) are stored in a paper or electronic record system designed (i.e., engineered/structured) to retrieve records about a person by the individual’s name or a unique identifier assigned to them, those records are subject to the Privacy Act of 1974, as amended.

Records subject to the Privacy Act must be covered by a Systems of Record Notice (SORN). There are three (3) types of SOR (or System) Notices that we use to cover NIH records.

**Internal System of Record Notices (e.g., NIH, HHS):**

- Owned by each federal agency to cover their internal records;
- Often referred to as “umbrella” notices;
- NIH SORNs are numbered 09-25-xxxx;
- HHS SORNs are numbered 09-90-xxxx.

**Government System of Record Notices (e.g., EEOC, FEMA, GSA, OGE, OPM):**

- Federal agencies may use the notices to cover government-wide record systems;
- Physical records belong to the respective federal agency;
- OPM still retains some authority over the records (e.g., during an appeal process);
- GOV SORNs are numbered GOVT-1, 2, etc.

**Central System of Record Notices (e.g., OPM):**

- Owned by OPM who maintains full responsibility for the records;
- Federal agencies are permitted to maintain copies of the records;
- OPM SORNs are numbered CENTRAL-1, 2, etc.

If one of the following SORNs does not adequately cover records being collected, stored, maintained or disseminated by NIH, please contact the Office of the Senior Official for Privacy at (301) 451-3426 or via email at privacy@mail.nih.gov so that we may work with you to put one in place.

Listed below are the Privacy Act System Notices most commonly referenced within NIH.

**NIH System Notices**

With the exception of 09-25-0165, 09-25-0217 and 09-25-0223 listed below, these internal SORNs were last published in the *Federal Register* on September 26, 2002 (Vol. 67, No. 187, Pages 60742-60784):

09-25-0108, Personnel: Guest Researchers, Special Volunteers, and Scientists Emeriti, HHS/NIH/OHRM

09-25-0115, Administration: Curricula Vitae of Consultants and Clinical Investigators, HHS/NIH/NAID
http://oma.od.nih.gov/public/ms/privacy/pafiles/0115.htm

09-25-0118, Contracts: Professional Services Contractors, HHS/NIH/NCI

09-25-0121, International Activities: Senior International Fellowships Program, HHS/NIH/FIC

09-25-0124, Administration: Pharmacology Research Associates, HHS/NIH/NIGMS

09-25-0140, International Activities: International Scientific Researchers in Intramural Laboratories at the National Institutes of Health, HHS/NIH/FIC/ORS/DIRS
http://oma.od.nih.gov/public/ms/privacy/pafiles/0140.htm

09-25-0156, Records of Participants in Programs and Respondents in Surveys Used to Evaluate Programs of the Public Health Service, HHS/PHS/NIH/OD

09-25-0158, Administration: Records of Applicants and Awardees of the NIH Intramural Research Training Awards Program, HHS/NIH/OD/OIR/OE

09-25-0160, United States Renal Data System (USRDS), HHS/NIH/NIDDK

09-25-0165, National Institutes of Health (NIH) Office of Loan Repayment and Scholarship (OLRS) Records System, HHS/NIH/OD
Published in the Federal Register on February 8, 2002 (Vol. 67, No. 27, Pages 6043-6048)

09-25-0166, Administration: Radiation and Occupational Safety and Health Management Information Systems, HHS/NIH/ORS

09-25-0167, National Institutes of Health (NIH) TRANSHARE Program, HHS/NIH/OD
09-25-0168, Invention, Patent, and Licensing Documents Submitted to the Public Health Service by its Employees, Grantees, Fellowship Recipients, and Contractors, HHS/NIH/OD
http://oma.od.nih.gov/public/ms/privacy/pafiles/0168.htm

09-25-0169, Medical Staff-Credentials Files, HHS/NIH/CC

09-25-0200, Clinical, Basic and Population-based Research Studies of the National Institutes of Health (NIH), HHS/NIH/OD

09-25-0202, Patient Records on PHS Beneficiaries (1935-1974) and Civilly Committed Drug Abusers (1967-1976) Treated at the PHS Hospitals in Fort Worth, Texas, or Lexington, Kentucky, HHS/NIH/NIDA

09-25-0203, National Institute on Drug Abuse, Intramural Research Program, Federal Prisoner and Non-Prisoner Research Files, HHS/NIH/NIDA
http://oma.od.nih.gov/public/ms/privacy/pafiles/0203.htm

09-25-0207, Subject-Participants in Pharmacokinetic Studies on Drugs of Abuse and on Treatment Medications, HHS/NIH/NIDA
http://oma.od.nih.gov/public/ms/privacy/pafiles/0207.htm

09-25-0208, Drug Abuse Treatment Outcome Study (DATOS), HHS/NIH/NIDA

09-25-0209, Subject-Participants in Drug Abuse Research Studies on Drug Dependence and in Research Supporting Investigational New Drug and New Drug Applications, HHS/NIH/NIDA
http://oma.od.nih.gov/public/ms/privacy/pafiles/0209.htm

09-25-0210, Shipment Records of Drugs of Abuse to Authorized Researchers, HHS/NIH/NIDA

09-25-0211, Intramural Research Program Records of In-and Out-Patients with Various Types of Alcohol Abuse and Dependence, Relatives of Patients with Alcoholism, and Healthy Volunteers, HHS/NIH/NIAAA

09-25-0213, Administration: Employee Conduct Investigative Records, HHS/NIH/OD/OM/OA/OMA
http://oma.od.nih.gov/public/ms/privacy/pafiles/0213.htm

09-25-0216, Administration: NIH Electronic Directory, HHS/NIH
HHS System Notices

09-90-0005, Safety Management Information System (HHS Accident, Injury and Illness Reporting System), HHS/OS/ASMB/OFE/OSOH
http://www.hhs.gov/foia/privacy/recordsnotices/09900005.html

09-90-0009, Discrimination Complaints Records, HHS/OS/ASPER
http://www.hhs.gov/foia/privacy/recordsnotices/09900009.html

09-90-0010, Employee Assistance Program (EAP) Records, HHS/OS/ASAM/OHR
http://www.hhs.gov/foia/privacy/recordsnotices/09900010.html

09-90-0016, HHS Motor Vehicle Operator Records, HHS/OS/ASPER
http://www.hhs.gov/foia/privacy/recordsnotices/09900016.html

09-90-0018, Personnel Records in Operating Offices, HHS/OS/ASPER
http://www.hhs.gov/foia/privacy/recordsnotices/09900018.html

09-90-0020, Suitability for Employment Records, HHS/OS/ASPER (to be renamed HHS Personnel Security, and amended to be compliant with the new I.D. badge procedure under HSPD-12)
http://www.hhs.gov/foia/privacy/recordsnotices/09900020.html

09-90-0024, Financial Transactions of HHS Accounting and Finance Offices (to be renamed the Unified Financial Management System (UFMS))
http://www.hhs.gov/foia/privacy/recordsnotices/09900024.html

09-90-0028, Biographies and Photographs of HHS Officials, HHS/OS/ASPA
http://www.hhs.gov/foia/privacy/recordsnotices/09900028.html

09-90-0036, Employee Suggestion Program Records, HHS/OS/ASPER
http://www.hhs.gov/foia/privacy/recordsnotices/09900036.html

09-90-0039, National Disaster Claims Processing System
http://www.hhs.gov/foia/privacy/recordsnotices/09900039.html
09-90-0058, Freedom of Information Case Files and Correspondence Control Log, HHS/OS/ASPA/FOIA
http://www.hhs.gov/foia/privacy/recordsnotices/09900058.html

09-90-0059, Federal Advisory Committee Membership Files, HHS/OS/ASPER
http://www.hhs.gov/foia/privacy/recordsnotices/09900059.html

09-90-0095, Management Information System Efficiency Reporter (MISER), HHS/ASPER/OHR
http://www.hhs.gov/foia/privacy/recordsnotices/09900095.html

09-90-0777, Facility and Resource Access Control Records, HHS/OS (to be renamed Identification and Credentialing Issuance Station and System, HHS/OCID; will cover personal identity verification (PIV) card holders as well as short-term employees, temporary guests and visitors)
http://www.hhs.gov/foia/privacy/recordsnotices/09900777.html

09-40-0010, Pay, Leave and Attendance Records, HHS/PSC/HRS
http://www.hhs.gov/foia/privacy/recordsnotices/09400010.html

Government-Wide System Notices
http://dpcld.defense.gov/Privacy/SORNsIndex/GovernmentWideNotices.aspx