DEPARTMENT OF HOMELAND SECURITY
FEDERAL LAW ENFORCEMENT TRAINING CENTER

FLETC DIRECTIVE NO:	4340
DIRECTIVE TITLE:	Access to Information Systems Records
EFFECTIVE DATE:	07/23/2007
SUNSET DATE:	07/23/2011

1. POLICY: The Federal Law Enforcement Training Center (FLETC) shall maintain current policies and procedures for requesting information under the control and/or oversight of the Chief Information Officer Directorate (CIO). These policies and procedures will be in compliance with applicable DHS guidelines as well as any applicable Federal law or regulation. Local policies and procedures will provide clear and concise guidance on approval authority, approved uses and dissemination, and restrictions on said information.

2. SCOPE: The provisions of this directive are applicable to all FLETC sites to include Glynco, Georgia; Charleston, South Carolina; Cheltenham, Maryland; Artesia, New Mexico; and International Law Enforcement Academies (ILEAs). Information covered by this Directive includes, but is not limited to, information contained in electronic systems and/or databases as well as information generated through monitoring or reporting mechanisms from said systems, electronic mail systems, and telecommunication systems.

3. REFERENCES:

A. Privacy Act of 1974, as amended, 5 United States Code (U.S.C) 552a, Public Law 93-579, Washington, DC July 14, 1987.
B. DHS Directive No. 4900, Individual Use and Operation of DHS Information Systems/Computers.
C. DHS Directive No. 11042.1, Safeguarding Sensitive But Unclassified (FOUO) Information.
D. FLETC Directive 70-08, Administrative Security Program.
E. FLETC Manual 70-08, Administrative Security Program.
F. DHS Directive No. 4500, DHS Email Usage.

4. CANCELLATION: None.

5. ADDITIONAL GUIDANCE: FLETC Manual 4340, Access to Information Systems Records.

6. OFFICE OF PRIMARY INTEREST: Office of IT Budget, Policy and Plans, Chief Information Officer Directorate.

Signature on file

Connie L. Patrick
Director