

Chapter IV: Privacy Threshold Analysis (Optional)

Complete this document and send it to your Bureau's Privacy Act Officer. Upon receipt, your Privacy Act Officer will review the document, may request additional information, and determine if a full Privacy Impact Assessment (PIA) is required.

Bureau: Public Debt

Date Submitted for Review: September 30, 2006

Name of Project: Legal Documentation System

OMB Unique Identifier: 015-35-01-14-02-1013-00

Type of Project/Program:

Information Technology System Other Project/Program (type) _____

1. Provide a general description of the project and its purpose in non-technical terms.

The Legal Documentation System encompasses multiple components; Bo/Webi, DocuShare, and Team Connect.

Bo/Webi

Bo/Webi is a powerful Business Intelligence tool that enables users to access, analyze, and share information stored in multiple data sources within and beyond the enterprise.

Docushare

Docushare is a web based document management application that allows members of the legal staff members to store and manage electronic documents in a secure environment.

Team Connect

Team Connect allows legal staff members to enter and track a variety of information related to the matters on which they are working. Matters include legislation, regulation, litigation, contracts, transactions, claims, policies, procedures, and other action items under scrutiny of managing attorneys, attorneys, paralegal specialists, and administrative staff. This includes a basic description of the matter, the parties involved, matter type, events to be accomplished, resources budgeted by matter, time tracking, cost capturing, case management, conflict checking, docketing/calendaring, time/billing, etc.

2. Status of Project/Program

This is a new development effort This an existing project

Date first developed: COTS Produce. Installed 1999.

Date last updated: October 2004

Please provide a general description of the update.

Software upgrade.

3. Does the technology, system, or program collect, maintain, and/or share information in identifiable form?

No. The Assessment is complete. *Please send to your Privacy Act Officer.*

Yes. Please answer the following questions.

Does the technology, system, or program contain information from or about the public?

No Yes

Provide a general description of the way the project could relate to an individual.

DocuShare and TeamConnect contain public and non-public information. This information may include: names, addresses, social security numbers, or other information about individuals.

4. What information does this technology, system, or program collect, maintain, or share?

DocuShare and TeamConnect contain public and non-public information. This information may include: names, addresses, social security numbers, or other information about individuals.

5. Is there a Certification & Accreditation record within the FISMA tracking system?

Do not know. No. Yes. Please indicate the determinations for each of the following:

Confidentiality: Low Moderate High Undefined

Integrity: Low Moderate High Undefined

Availability: Low Moderate High Undefined

6. Provide the following information if a PIA has been conducted:

PIA Date: _____ PIA Title: _____

PIA posted on the web: No Yes If no, date expected to post: August 1, 2007

7. System of Records Notice Publication: No Yes Not required

ADDITIONAL COMMENTS:

Legal Document Management System is not accessed by members of the public.

Public Debt is posting this Privacy Threshold Analysis (PTA) in accordance with a recommendation made by the Treasury Office of the Chief Information Officer as a provisional Privacy Impact Assessment (PIA) until final decisions are made regarding PIA applicability to the system.