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Web: [http://www.access.gpo.gov/su\\_docs](http://www.access.gpo.gov/su_docs)  
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Email: [gpoaccess@gpo.gov](mailto:gpoaccess@gpo.gov)

## Helpful Hints For Searching the Privacy Acts Issuances 1995 AND 1997 Compilations Online via GPO Access

### CONTENT AND FILE FORMAT

The Privacy Act database contains the Privacy Act Issuances, 1995 and 1997 Compilations. The Privacy Act Issuances 1995 and 1997 Compilations Online contain descriptions of Federal agency systems of records maintained on individuals and procedures or "rules" federal agencies follow to assist individuals who request information about their records. The categories of documents in this database are; individual Privacy Act system descriptions; and agency record keeping policies and practices. Documents are available as ASCII text files. There are two sources of Privacy Act Notices: the Privacy Act Issuances, 1995 and 1997 Compilations and the Federal Register, which has updates to the most recent (1997) Compilation.

### FIELDS

The fields in the Privacy Act Issuances, 1995 and 1997 Compilations databases online via GPO Access are:

|                |                                       |
|----------------|---------------------------------------|
| <b>Agency:</b> | Searches for a specific Agency Name   |
| <b>Name:</b>   | Searches for a specific System Name   |
| <b>System:</b> | Searches for a specific System Number |

When searching via SWAIS (dial-in or telnet session) or a WAIS client, a field can be searched by typing the field name, followed by an equals sign (=), followed by the term or terms that are sought. Similarly, when searching via the World Wide Web, you may type in the field name, followed by an equals sign (=), followed by the term(s) sought or link to the ADVANCED searching pages which contain established fields. All queries that do not specify a field search the entire database.

### IDENTIFICATION CODE

Each document in the Privacy Act database online via GPO Access will be displayed in the results list with an identification code followed by the initial words of the title. The identification code for the Privacy Act database lists the database name and the Federal Agency's name. For example, Privacy Act: Defense Department.

## MAXIMUM RESPONSES

The default settings for SWAIS and for the WAIS and Web client software is to return a maximum of 40 responses to a query. To locate a larger number of documents, you will need to change the setting. In SWAIS type a lower case o at the Source Selection menu to change your options. In WinWAIS, select Edit and then Preferences from the pull-down menu. In MacWAIS, select File and then Preferences from the pull-down menu. On the GPO Access Web Searching Pages a box is provided in which you may change the number of documents returned.

The sample searches on the following pages demonstrate the most common searches and searching techniques used to find Privacy Act information online via GPO Access.

Good sample searches for the Privacy Act databases are:

### Subject

**Query:** "medical records"  
**Alternative:** medical ADJ records  
**Results:** Privacy Act: [DEFENSE DEPARTMENT]  
Privacy Act: [HEALTH AND HUMAN SERVICES DEPT.]

This search demonstrated how to search by subject matter. It also demonstrates the functioning of the ADJ operator (or use of a phrase in quotation marks). This particular search retrieves all documents, which mention the phrase "medical records".

### Agency

**Query:** "internal revenue service" AND "payroll records"  
**Results:** Privacy Act: [Treasury/IRS 90.018]  
Privacy Act: [TREASURY DEPARTMENT]  
Privacy Act: [ PCC/FMTR-2] Internal Revenue

This search retrieves documents based on agency name. This search was modified and made more specific with the addition of the phrase "payroll records". This modification makes the search much more specific than if you searched by agency name. As an alternative, you can use the agency field in conjunction with the subject. The asterisk (\*) will pick up the word researchers (plural) as well as the singular word researcher.

### System Name

**Query:** name="Security Records System"  
**Results:** Privacy Act: [NASA 10SECR] Security Records System

This search demonstrates how to search by system name using the field "name". This query will only retrieve documents that have the phrase "security records system" as the system name. Search criteria is not case sensitive.

GPO's Specialized Search Page provides additional utility. Through GPO 's Privacy Act Specialized Page a User can:

- Type in your search criteria in the appropriate labeled box
- Restrict your search to rules only
- Find all Privacy Act information for a particular agency
- Perform a search in the Federal Register for updates with a touch of a button

## **Additional GPO Access Materials:**

### **GPO Access User's Guide & Helpful Hints - Available via:**

**Dial-in:** 202-512-1387- From the Main Menu type B for GPO Access; type 4 GPO Access WAIS User Documentation & Helpful Hints; select 2 for Helpful Hints. The guide is available in sections or in its entirety & hints are listed by database name. Files are available in ASCII and PDF formats.

**FTP:** fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov>. The file is in the HELP directory. Check 00INDEX.txt for the file descriptions.

**Online via GPO Access:** The User's Guide is available as a database online via GPO Access and can be accessed through the Web, WAIS and SWAIS. Documents are available in ASCII and PDF formats. The Helpful Hints are available online by searching for the word hints in each database.

### **The Superintendent of Document's World Wide Web Home Page:**

**The User's Guide and Helpful Hints are available at:**  
[http://www.access.gpo.gov/su\\_docs/aces/desc004.html](http://www.access.gpo.gov/su_docs/aces/desc004.html).

### **GPO Access Training Booklet**

Electronic copies of the training booklet are available on the Federal Bulletin Board via:

**Dial-in:** 202-512-1387- From the Main Menu select B for GPO Access; select # 4 GPO Access WAIS User Documentation and Helpful Hints; select 1 for User Documentation. The self- executing file names are traintxt.exe for the text version and trainpdf.exe for the Adobe Acrobat PDF version (traintxt.sea or trainpdf.sea for Macintosh).

**Web/FTP:** fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov> The file is in the HELP directory. Check 00INDEX.txt for file descriptions.

## **FOOTNOTES**

{1} The results of these sample searches are described as they will appear using SWAIS or the WinWAIS and MacWAIS client software customized for use with GPO Access. The searches can be performed with other WAIS client software, but the display of the results may vary.