



PRIVACY IMPACT ASSESSMENT (PIA)

For the

AMCOM LASERFICHE - AVIATION AND MISSILE COMMAND LASERFICHE

U.S. Army Aviation and Missile Life Cycle Management Command (AMCOM)

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

- (1) Yes, from members of the general public.
- (2) Yes, from Federal personnel* and/or Federal contractors.
- (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- New DoD Information System
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- Yes, DITPR Enter DITPR System Identification Number 17930 DA304718
- Yes, SIPRNET Enter SIPRNET Identification Number []
- No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- Yes
- No

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. Does this DoD information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

- Yes
- No

If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: <http://www.defenselink.mil/privacy/notices/>

or

Date of submission for approval to Defense Privacy Office

Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an OMB Control Number?

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information.

This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes

Enter OMB Control Number

Enter Expiration Date

No

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

(a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

10 U.S.C. 3013, Secretary of the Army; 44 U.S.C. Sections 3301–3314, the Federal Records Act; Executive Order 13526—Classified National Security Information Memorandum of December 29, 2009—Implementation of the E.O. 'Classified National Security Information' Order of December 29, 2009—Original Classification Authority; DoDD 5015.2, DoD Records Management Program; Army Regulation 25-400-2, The Army Records Information Management System; and E.O. 9397 (SSN), as amended.

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

Laserfiche is an application that is being utilized by the AMCOM G6 to assist with the implementation of Records Management for all Official Digital Documents. Laserfiche allows for the quick search and retrieval of documents by permitting the user to not only browse through a filing structure that is convenient for the user, but also giving the user the ability to search the entire repository for documents that contain a key word or phrase. All media and systems selected to store and manage electronic records throughout their life cycle must meet the requirements of Department of Defense (DOD) 5015.2-STD and the Army Records Program (AR 25-400-2, DA PAM 25-403). Laserfiche is DoD 5015.2-STD compliant and meets the requirements of the Army Records Program which allows it to be used as the primary vehicle for the storage and administration of Records Management for digital documents. Laserfiche gives the Records Manager the ability to quickly determine which documents are scheduled for a Records Management event and to easily search for these documents.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

The risk associated with the PII being collected is that individuals who participate could have their personal information released. Our assessment determines that due to the nature of the PII collected there is a reduced risk of harm to individuals. This risk is further mitigated through the use of firewalls, antivirus software, CAC access, encryption and physical security measures in place related to the facility.

Due to the level of safeguarding, we believe the risk to individuals' privacy to be minimal. There is a low risk that information may be accessed by unauthorized users through unauthorized access or network breaches. Laserfiche will be protected by the use of Secure Sockets Layer (SSL) protocol; firewalls; antivirus software; logon name/passwords to control access.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

Within the DoD Component.

Specify.

Other DoD Components.

Specify.

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

Contractor (Enter name and describe the language in the contract that safeguards PII.)

Specify.

Other (e.g., commercial providers, colleges).

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

Yes

No

(1) If "Yes," describe method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object.

Laserfiche is a repository for previously collected information.

j. Do individuals have the opportunity to consent to the specific uses of their PII?

Yes

No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

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k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

Privacy Act Statement

Privacy Advisory

Other

None

Describe each applicable format.

Privacy Act Statement

Laserfiche

Authority: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, United States Marine Corps; 5 U.S.C. 301, Departmental Regulations; E.O. 10450, Security Requirements for Government Employment, and E.O. 9397 (SSN), as amended.

Principal Purpose: Laserfiche is a Commercial Off-The-Shelf (COTS) product that allows users to scan in their pre-existing paper documents to be stored digitally. The application then generates a plain text version of the digital file that can be scanned for keywords or phrases. The specific file or folder is only assessable to users who have been granted view access rights to the named file or folder. No additional information will be collected for this application. Only existing documents will be entered into the system.

Routine Use(s): The DoD 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

Disclosure: Voluntary. However, failure to provide all the requested information could prevent the individual from participating in the programs managed by the system.

The following is the Privacy and Security Notice on the Laserfiche application:

Privacy and Security Notice

Thank you for visiting this product and reviewing our privacy policy. Our privacy policy is clear: We will collect no personal information about you when you visit our product unless you choose to provide that information to us.

1. This product is provided as a public service by the U.S. Army Aviation & Missile Command. This product is intended for use by the public for viewing and retrieving information only.
2. Information presented in this product is considered public information and may be distributed or copied unless otherwise specified. Use of appropriate byline / photo / image credits is requested.
3. For product management, information is collected for statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas. No user-identifying information is collected for this analysis. The information collected includes the following types of data:

- a. Number of Hits for Home Page and Number of Successful Hits for Entire product
- b. Number of User Sessions (from United States and International) and Most Active Countries
- c. Most and Least Requested Pages
- d. Top Entry and Exit Pages
- e. Single Access Pages and Number of Page Views
- f. Most Downloaded Files
- g. Most Submitted Forms and Scripts
- h. Most Active Organizations or Companies that Accessed Product

4. For product security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify