

BGFRS—14

System name. FRB—General File of Federal Reserve Bank and Branch Directors

System location.

Board of Governors of the Federal Reserve System
20th Street and Constitution Avenue, NW
Washington, DC 20551

Categories of individuals covered by the system. Past and present Federal Reserve Bank and Branch directors.

Categories of records in the system. Biographies of past and present Federal Reserve Bank and Branch directors, oaths of office, resignations, and miscellaneous correspondence.

Authority for maintenance of the system. Sections 3, 4, 11 and 21 of the Federal Reserve Act (12 USC 248, 302, 485, and 521).

Purpose(s). These records are collected and maintained to assist the Board in its oversight of the selection of Federal Reserve Bank and Branch Directors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses. General routine uses A, C, D, G, I, and J apply to this system. Records may be used as background information for determining qualifications for appointment and reappointment, for compiling information for news releases and other publications, and for recording correspondence concerning such persons.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage. Records are stored in paper and electronic form.

Retrievability. Records can be retrieved by name.

Access Controls. Access to records is limited to those whose official duties require it. Paper records are secured by lock and key and electronic records are password protected.

Retention and disposal. All records are retained for at least five years after the annual cutoff, and then destroyed or deleted when no longer needed for administrative or reference purposes.

System manager and address.

Secretary of the Board
Office of the Secretary
Board of Governors of Federal Reserve System
20th Street and Constitution Avenue, NW
Washington, DC 20551

Notification procedures. An individual desiring to learn of the existence of, or to gain access to, his or her record in this system of records shall submit a request in writing to the Secretary of the Board, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue, NW, Washington, DC 20551. The request should contain: (1) a statement that it is made pursuant to the Privacy Act of 1974, (2) the name of the system of records expected to contain the record requested or a concise description of such system of records, (3) necessary information to verify the identity of the requester, and (4) any other information that may assist in the rapid identification of the record for which access is being requested.

Record access procedures. Same as “Notification procedures” above.

Contesting record procedures. Same as “Notification procedures” above except that the envelope should be clearly marked “Privacy Act Amendment Request.” The request for amendment of a record should: (1) identify the system of records containing the record for which amendment is requested, (2) specify the portion of that record requested to be amended, and (3) describe the nature of and reasons for each requested amendment.

Record source categories. Information is provided by the individual to whom the record pertains, his or her incoming correspondence, and staff response thereto.

Exemptions claimed for the system. Certain portions of this system of records may be exempt from 5 USC 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) of the Privacy Act pursuant to 5 USC 552a(k)(5).