

## BGFRS—11

***System name.*** FRB—Official General Files

***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.*** Correspondents with the Board and System personnel.

***Categories of records in the system.*** Incoming and outgoing correspondence concerning Board business, including records relating to System personnel in official capacities such as instructors, consultants, and Board representatives to various committees, conferences, etc.

***Authority for maintenance of the system.*** Sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248).

***Purpose(s).*** These records are collected and maintained to document important transactions between Board members, officials, and staff and with the White House, Congress, other federal agencies, foreign financial institutions, professional groups, and the public.

***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 also be used for reference purposes in preparing responses to inquiries from the public and used in recording official duties of System personnel.

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

***Storage.*** Records are stored in paper and electronic form. Electronic records are stored in the Federal Reserve Integrated Records Management Architecture (FIRMA).

***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 the appropriate period ranging from three years to permanently.

***System manager and address.***

Secretary of the Board  
Office of the Secretary  
Board of Governors of the 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 exempted 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).