

BGFRS—2

System name. FRB—Personnel Security Systems

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 employees of the Board of Governors; and Federal Reserve System employees, contractors, employees of contractors, experts, instructors, and consultants to the Board considered for access to classified information or restricted areas or for security determinations; and individuals who are neither applicants nor employees of the Board but are or were involved in Board programs under a cooperative assignment or similar agreement.

Categories of records in the system. Investigative information (including personal identifiable information) regarding an individual's character, financial responsibility, conduct, and/or behavior; arrests and convictions for any violations of law; reports of interviews with former supervisors, co-workers, associates, educators, etc.; reports about the qualifications of an individual for a specific position; reports of inquiries with law enforcement agencies; former employers; educational institutions attended; and other information developed from the above. This system does not include investigative reports provided by OPM. Investigative Reports provided by OPM are maintained in a government-wide system of records (OPM/CENTRAL-9) and requests for access to or amendment of such reports should be made to the Federal Investigations Processing Center.

Authority for maintenance of the system. Sections 10 and 11 of the Federal Reserve Act (12 USC 243 and 248), and Executive Order 9397.

Purpose(s). These records are collected and maintained to assist the Board in making suitability determinations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses. General routine uses A, B, C, D, G, I, and J apply to this system. Records may also be used:

1. to disclose information to assist in determining the suitability for access to classified information;
2. to disclose information to the intelligence agencies of the Department of Defense, National Security Agency, Central Intelligence Agency, the White House and the Federal Bureau of Investigation, and any other intelligence agency of the United States, for use in intelligence activities; and
3. to disclose information to any source from which information is requested by the Board in the course of an investigation, to the extent

necessary to identify the individual, inform the source of the nature and purpose of the investigation and to identify the type of information requested.

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 or social security number.

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 case files are retained until the earlier of individual's death or five years after the end of the employment or contract relationship and all investigative reports are retained in accordance with the instructions of the investigative agency. Electronic records will be stored online at least six months at the end of an investigation/case.

System manager and address.

Manager, Staffing, ER and Clearances

Management Division

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 applications and other personnel and security forms furnished by the individual, investigative

material furnished by other federal agencies (including notices of personnel actions), personal investigation or written inquiry from sources such as employers, schools, references, neighbors, associates, police departments, courts, credit bureau, medical records, probation officials, and prison officials, newspapers, magazines, periodicals, and other publications, and published hearings of congressional committees.

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)(2) and (k)(5).