

## BGFRS—25

***System name.*** FRB—Multi-Rater Feedback Records

***System location.***

Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue, NW

Washington, DC 20551

The completed multi-rater questionnaires and the resulting feedback reports are collected and maintained, on behalf of the Board, by the Hay Group at SunGard Data Systems Inc., 680 East Swedesford Road, Wayne, Pennsylvania 19087. Based on the information provided by the completed questionnaires, the contractor provides an individual feedback report to the individual being evaluated. With the exception of the feedback report that is provided to the individual being evaluated, no individually identifiable information is maintained on the Board's premises.

***Categories of individuals covered by the system.*** Past and present employees of the Board who have participated in the multi-rater feedback program.

***Categories of records in the system.*** Questionnaires completed by the individual being evaluated and his or her respondents, analyses of the questionnaires, and feedback reports compiled by the contractor based upon the analyses.

***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 assist the Board in administering its personnel functions and improving the management skills of its employees.

***Routine uses of records maintained in the system, including categories of users and the purposes of such uses.*** General routines uses A, C, D, F, G, H, I, and J apply to this system. Records may also be used to disclose information to an arbitrator to resolve disputes under a negotiated grievance procedure or to officials of labor organizations recognized under applicable law, regulation, or policy when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

***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 the name of the individual being evaluated.

*Access Controls.* The contractor maintains strict confidentiality of the information. Information in these files is not provided to Board employees, except the individual being evaluated.

*Retention and disposal.* All records are retained for four years.

***System manager and address.***

Training Supervisor  
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 the individual and his or her respondents, which may include the individual’s peers and supervisors.

***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).