

**SYSTEM NAME AND NUMBER:** BGFRS-38 “FRB—Transportation Subsidy Records”

**SECURITY CLASSIFICATION:** Unclassified.

**SYSTEM LOCATION:** Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue, NW, Washington, DC 20551.

**SYSTEM MANAGER(S):** Craig Delaney, Sr. Manager, Accounting, Division of Financial Management, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue, NW, Washington, DC 20551, (202) 452-2041, or [craig.j.delaney@frb.gov](mailto:craig.j.delaney@frb.gov).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248).

**PURPOSE(S) OF THE SYSTEM:** These records are collected and maintained by the Board in order to administer the Board’s transportation subsidy program.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Past and present employees who apply for a transportation subsidy.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Applications submitted by employees for transportation subsidies, which may include name, employee ID number, home address, current commuting pattern and estimated commuting cost, and other information related to carrying out activities under the transportation subsidy program.

**RECORD SOURCE CATEGORIES:** Information is provided by the employee to whom the record pertains.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** General routine uses

A, B, C, D, E, F, G, H, I, and J apply to this system. These general routine uses are

located at <https://www.federalreserve.gov/files/SORN-page-general-routine-uses-of->

[board-systems-of-records.pdf](#) and are published in the Federal Register at 83 FR 43872 at 43873-74 (August 28, 2018).

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Electronic records are stored on a secure server with access limited to staff with a need to know.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** Records can be retrieved by employee name or ID number.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:** Transportation subsidy records are destroyed two years after the employee revalidates their participation or no longer participates in the program.

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** The system has the ability to track individual user actions within the system. The audit and accountability controls are based on NIST and Board standards, which, in turn, are based on applicable laws and regulations. The controls assist in detecting security violations and performance or other issues in the system. Access to the system is restricted to authorized users who require access for official business purposes. Users are classified into different roles and common access and usage rights are established for each role. User roles are used to delineate between the different types of access requirements such that users are restricted to data that is required in the performance of their duties. Periodic assessments and reviews are conducted to determine whether users still require access, have the appropriate role, and whether there have been any unauthorized changes.

**RECORD ACCESS PROCEDURES:** The Privacy Act allows individuals the right to access records maintained about them in a Board system of records. Your request for access must: (1) contain a statement that the request is made pursuant to the Privacy Act of 1974; (2) provide either the name of the Board system of records expected to contain the record requested or a

concise description of the system of records; (3) provide the information necessary to verify your identity; and (4) provide any other information that may assist in the rapid identification of the record you seek.

Current or former Board employees may make a request for access by contacting the Board office that maintains the record. The Board handles all Privacy Act requests as both a Privacy Act request and as a Freedom of Information Act request. The Board does not charge fees to a requestor seeking to access or amend his/her Privacy Act records.

You may submit your Privacy Act request to the—

Secretary of the Board

Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue NW

Washington, DC 20551

You may also submit your Privacy Act request electronically through the Board's FOIA "Electronic Request Form" located here:

<https://www.federalreserve.gov/secure/forms/efoiaform.aspx>.

**CONTESTING RECORD PROCEDURES:** The Privacy Act allows individuals to seek amendment of information that is erroneous, irrelevant, untimely, or incomplete and is maintained in a system of records that pertains to them. To request an amendment to your record, you should clearly mark the request as a "Privacy Act Amendment Request." You have the burden of proof for demonstrating the appropriateness of the requested amendment and you must provide relevant and convincing evidence in support of your request.

Your request for amendment must: (1) provide the name of the specific Board system of records containing the record you seek to amend; (2) identify the specific portion of the record

you seek to amend; (3) describe the nature of and reasons for each requested amendment; (4) explain why you believe the record is not accurate, relevant, timely, or complete; and (5) unless you have already done so in a related Privacy Act request for access or amendment, provide the necessary information to verify your identity.

**NOTIFICATION PROCEDURES:** Same as “Access procedures” above. You may also follow this procedure in order to request an accounting of previous disclosures of records pertaining to you as provided for by 5 U.S.C. 552a(c).

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:** None.

**HISTORY:** This SORN was previously published in the Federal Register at 73 FR 54595 at 54977 (September 22, 2008). The SORN was amended to incorporate two new routine uses required by OMB at 83 FR 43872 (August 28, 2018).