

BGFRS/OIG—2

System name. OIG Personnel Records.

System location.

Office of Inspector General
Board of Governors of the Federal Reserve System
1709 New York Avenue, NW, Suite 3000
Washington, DC 20006

Categories of individuals covered by the system. Persons who have applied for employment with the Federal Reserve Board's Office of Inspector General.

Categories of records in the system. Information relating to the education, training, employment history and earnings; appraisal of past performance; convictions for offenses against the law; results of tests, appraisals of potential, honors, awards of fellowships; military service or veteran status; school transcripts; work samples; birth date; Social Security number; travel vouchers; offer letters and correspondence, reference checks; and home address of past, present and prospective employees of the OIG. Includes allocations of time spent on various OIG projects and tasks (OIG Time Entry System) and related documents and reports generated by the Time Entry System.

Authority for maintenance of the system. Section 8E of the Inspector General Act of 1978 and section 11 of the Federal Reserve Act (5 USC App. 8E(g)(2) and 12 USC 248(1)), and Executive Order 9397.

Purpose(s). These records are collected and maintained to assist the OIG in making determinations regarding hiring, retention, promotion, and performance-evaluation decisions.

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, I and J apply to this system. Records may also be used:

1. to disclose information to intelligence agencies of the United States, including the Department of Defense, National Security Agency, Central Intelligence Agency, and the Federal Bureau of Investigation for use in intelligence activities;
2. 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 course of the nature and purpose of the investigation, and to identify the type of information requested;
3. to disclose information in producing summary descriptive statistics and analytical studies to support the function for which the records are

collected and maintained, or for related work force studies (While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.);

4. to disclose information to other federal entities, such as other federal offices of inspector general or the General Accounting Office, or to a private party with which the OIG or the Board has contracted for the purpose of auditing or reviewing the performance or internal management of the OIG, provided the record will not be transferred in a form that is individually identifiable, and provided further that the entity acknowledges in writing that it is required to maintain Privacy Act safeguards for the information; and

5. to disclose information to officials charged with the responsibility to conduct qualitative assessment reviews of internal safeguards and management procedures. This disclosure category consists of members of the Executive Council on Integrity and Efficiency (ECIE), the President's Council on Integrity and Efficiency (PCIE), and officials and administrative staff authorized by the ECIE or PCIE to conduct or participate in such qualitative assessment reviews.

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 may be retrieved by a variety of personal-identification means (including by Social Security number, employee number, room number) and project or assignment codes.

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 other records are retained for the appropriate period which ranges from no retention period to one year after separation or transfer.

System manager and address.

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

Notification procedure. An individual desiring to learn 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 Inspector General, 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 procedure. 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, employees of the Board and the Federal Reserve System, other government employees, and witnesses and informants.

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).