

BGFRS—34

System name. FRB—ESS Staff Identification Card File

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 Board employees, temporary employees, retirees, tenants, other government agency employees who have a need for an FRB identification card, designated Federal Reserve Bank officers and employees, and contractors who have been issued a Board identification card.

Categories of records in the system. Image of a picture of the individual; the individual's name; card number; finger minutiae; card status; badge expiration date; employer's name (if not the Board); relationship to the Board; card holder type; employee identification number; and division; and, if applicable, authorization to use the exercise facilities, data center, central stock room (CSR), or any other controlled area requiring permissions beyond general access. The database records the times of attempted and authorized card initiated access to and egress from the Board's buildings using the automated access control system. Additionally, access is logged for entry into controlled spaces.

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

Purpose(s). These records are collected and maintained to provide security of the Board's premises against unauthorized entry; to record entry to Board premises as well as entry into secured areas by authorized personnel; to record departure from Board's premises; to control access to certain areas within Board premises; and to determine who is present on Board property.

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, F, G, I, and J apply to this system.

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 area, time/date, name, card number, or employee identification 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. The retention period for these records is currently under review. Until review is completed, these records will not be destroyed.

System manager and address.

Manager, Technical Security Unit
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 to whom the record pertains and the Board's personnel records. Information regarding entry into and egress from Board premises or secured areas is obtained from use of the card to open the doors. Authorization for access to secured facilities on Board premises is provided by the Board official responsible for that secured facility.

Exemptions claimed for the system. None.