

BGFRS—24

System name. FRB—EEO General Files

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.

Categories of records in the system. Self-identification reports of current and former employees regarding race, national origin, sex, and disability; identification by Board staff regarding the race, national origin, sex, and disability for those employees who refuse to voluntarily provide the information; and EEO-related training records.

Authority for maintenance of the system. Rehabilitation Act of 1973 (29 USC 791); Title VII of the Civil Rights Act (42 USC 2000e et seq.); Equal Pay Act (29 USC 206); sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248); and the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (5 USC 2301, note).

Purpose(s). These records are collected and maintained to assist the Board in carrying out its responsibilities under the Rehabilitation Act of 1973, Title VII of the Civil Rights Act, and other nondiscrimination statutes.

Routine uses of records maintained in the system, including categories of uses and the purposes of such uses. General routine uses A, B, C, D, F, G, I, and J apply to this system. Records may also be used to disclose information to management as a data source for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies and may also be utilized to respond to investigative or legal requests for statistical information (without personal identification of individuals).

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 individual's name.

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 All records are retained for three years, or when superseded or obsolete.

System manager and address.

EEO Programs Director
Office of the Staff Director for Management
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. The information is provided by the individual to whom the record pertains and employees responsible for administering the Board's EEO program.

Exemptions claimed for the system. None.