

BGFRS—27

System name. FRB—Performance Management Program Records

System location.

Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue, NW

Washington, DC 20551

Final Performance Management Program (PMP) reports are maintained by the Human Resources Function of the Management Division. Supporting documentation for the reports is maintained in the division where the employee works or worked.

Categories of individuals covered by the system. Past and present Board employees.

Categories of records in the system. Completed PMP reports, attachments, and supporting documentation; submissions and written suggestions by the subject employee; and records of PMP objective-setting sessions.

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.

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, E, F, G, H, I, and J apply to this system. Records may also be used to disclose information to public and private organizations, including news media, which grant or publicize employee awards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage. Records are stored in paper and electronic form. Electronic records are stored in the Federal Reserve Integrated Records Management Architecture (FIRMA).

Retrievability. Records can be retrieved by the names of the individuals on whom they are maintained.

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 a period of ten years.

System manager and address.

Associate Director, Human Resources

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 individual's manager(s).

Exemptions claimed for the system. None.