

BGFRS—28

System name. FRB—Employee Assistance Program Records

System location. This information is collected and maintained, on behalf of the Board, by Cope, Inc. at 1129 G Street, NW, Suite 550, Washington, DC 20005.

Categories of individuals covered by the system. Past and present employees, and their spouses and dependent children, who have consulted with, or been referred to, the Employee Assistance Program (EAP).

Categories of records in the system. Case files developed for each client seen by a counselor, including notes of each contact between the client and counselor, an intake form, the counselor's assessment, the kind of services being provided (including referrals), any release forms signed, and follow-up information on the outcome of the consultation.

Authority for maintenance of the system. Sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248) and Executive Order 12564.

Purpose(s). These records are collected and maintained to assist the Board in providing a safe and healthy working environment, and to comply with Executive Order 12564.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses. General routine uses I and J apply to this system. Records may also be used:

1. to disclose information to a new employee assistance contractor following a contract transition for the services; and
2. to disclose information to family members or guardians, the appropriate law enforcement officers, security services, or child protective services, or other appropriate persons:
 - (a) where there is a reason to suspect abuse or neglect of children or other vulnerable persons,
 - (b) where the individual using the EAP services poses a serious threat to the health or safety of himself or herself or another individual, or
 - (c) where the individual using EAP services presents a clear and present danger to the safety and security of the community, workplace, or nation.

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

Storage. Records are stored in paper form.

Retrievability. Records can be retrieved by the name of the individual.

Access Controls. Only staff of the EAP have access to the files, which are maintained on the premises of the contractor hired to administer the program.

Retention and disposal. All records are retained for three years after the termination of counseling.

System manager and address.

Employee Assistance Program Administrator
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; the EAP counselor; the Board’s EAP administrator; an employee's physical or mental health care provider or counselor; medical institutions; the contractor administering the Drug-Free Workplace Plan; and Federal Reserve System personnel records.

Exemptions claimed for the system. None.