

BGFRS—29

System name. FRB—Benefits Records

System location.

Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue, NW

Washington, DC 20551

Some information is collected and maintained, on behalf of the Board, by its benefits contractors.

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

Categories of records in the system. All forms relating to employee benefits, records relating to claims filed for benefits, and memoranda relating to individuals' benefits. These benefits include health insurance, dental plan, life insurance, disability coverage, accident insurance, flexible spending accounts, premium conversion accounts, voluntary plans (i.e., Auto Insurance), retirement and thrift plans, and any other benefits offered by the Board.

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 administer the Board's benefits programs for its employees and assist in personnel management.

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

1. to disclose information to the Board's Thrift Plan, the Board's Group Life Insurance administrators, Department of Labor, Department of Veterans Affairs, Social Security Administration, Department of Defense, a Federal Reserve Bank, or any federal agencies that have special civilian employee retirement programs; or to a national, state, county, municipal, or other publicly recognized charitable or income security administration agency (e.g., state unemployment-compensation agencies), when necessary to adjudicate a claim under the retirement, insurance, unemployment, or health benefits programs of the Board, a Federal Reserve Bank, or any agency cited above, or to an agency to conduct an analytical study or audit of benefits being paid under such programs;
2. to disclose to the Office of Personnel Management's Federal Employees Group Life Insurance Program information necessary to verify election, declination, or waiver of regular and/or optional life insurance coverage, eligibility for payment of a claim for life insurance, or a Thrift Savings

Program (TSP) election change and designation of beneficiary;

3. to disclose to health insurance carriers that provide a health benefits plan under the Federal Employees Health Benefits Program information that is necessary to verify eligibility for payment of a claim for health benefits; and
4. to disclose information to the executor of an individual's estate, the government entity probating a will, a designated beneficiary, or to any person who is responsible for the care of an individual to the extent necessary when the individual to whom a record pertains is deceased, or mentally incompetent, or under other legal disability, and to disclose information to an individual's emergency contact when necessary to assist that individual in obtaining any employment benefit or any working condition, such as accommodations under the Rehabilitation Act of 1973.

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 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. Records regarding transferred employees are transferred to the employee's new agency. Other records are retained for sixty-five years after the employee's separation from Board service.

System manager and address.

Manager, Payroll, Compensation and Benefits

Management Division

Board of Governors of the Federal Reserve System

20th and Constitution, 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 benefit provider, and staff of Human Resources in the Management Division.

Exemptions claimed for the system. None.