System name. FRB—Medical Records

System location.
Board of Governors of the Federal Reserve System
20th Street and Constitution Avenue, NW
Washington, DC 20551

Information relating to blood work on employees is collected and maintained on behalf of the Board by Quest Diagnostics Inc., at 1901 Sulphur Spring Road, Baltimore, MD 21227.

Information relating to drug testing under the Drug-Free Workplace Plan is collected and maintained on behalf of the Board by Pembrooke at 2307 North Parham Road, Richmond, VA 23229.

Categories of individuals covered by the system. Past and present Board employees (including special employees); applicants who have been medically examined for Board employment; and visitors who receive medical treatment at the Board.

Categories of records in the system. Pre-employment medical examinations of potential employees; yearly fit-for-duty examinations for employees whose jobs have medical standards; periodic medical examinations of employees; treatment or advice provided by the Health Unit's staff to an employee or visitor; any medical information provided to the Health Unit by an employee; an employee's participation in an occupational health services program; information pertaining to an employee’s workers’ compensation claim; information pertaining to the Board's Drug-Free Workplace Plan; and employees' use of the Board's exercise facilities.


Purpose(s). These records are collected and maintained to assist the Board in determining an employee's fitness for duty and eligibility for benefits based on medical information, 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. Employee medical information that is obtained under the Rehabilitation Act may be used only in accordance with the confidentiality provisions of the Rehabilitation Act. 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, Federal Retirement Thrift Investment Board, or a national, state, or local SocialSecurity-type
agency, when necessary to adjudicate a claim (filed by or on behalf of the individual) under a retirement, insurance, or health benefit program;

2. to disclose information to a federal, state, or local agency to the extent necessary to comply with laws governing reporting of communicable disease or when it is reasonably believed that an individual might have contracted an illness or been exposed to or suffered from a health hazard while employed in the federal work force;

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, mentally incompetent, or under other legal disability, and to disclose information to an individual’s emergency contact, or, if the emergency contact is unavailable, to any person who the Board believes is assisting the individual, when necessary to assist that individual in obtaining any employment benefit or any working condition, such as an accommodation 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 form.

*Retrievability.* Records can be retrieved by name.

*Safeguards.* Access to records is limited to those whose official duties require it. Paper records are secured by lock and key.

*Retention and disposal.* All records are retained in accordance with the general records schedule. Individual non-occupational health records are destroyed six years after the last entry; personal injury files are destroyed three years after the termination of compensation or the time for filing a claim has passed; temporary or short-term records kept in an employee’s medical folder are destroyed one year after separation or transfer; and long term medical records kept in an employee’s medical folder are destroyed 75 years after the birth date of employee, or if the birth date cannot be ascertained, 60 years after date of the earliest document in the folder, or 30 years after latest separation, whichever is later.

**System manager and address.**

Manager, Health and Safety
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; an employee's physical or mental health care provider or counselor; the contractor administering the Drug-Free Workplace Plan or any other diagnostic laboratory; official records of other federal agencies; and Federal Reserve System personnel records.

Exemptions claimed for the system. None.