System name. FRB—Telephone Call Detail Records

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 Board employees, consultants, and contractors who have been assigned a telephone number by the Board.

Categories of records in the system. Records relating to use of Board telephones to place local and long distance calls; records indicating assignment of telephone numbers to individuals covered by the system; and records relating to location of telephones.

Authority for maintenance of the system. Sections 10 and 11 of the Federal Reserve Act (12 USC 243 and 248).

Purpose(s). These records are collected and maintained to detect and prevent unauthorized use of the Board's telephones.

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, I, and J apply to this system. Records may also be used to disclose information to current or former Board employees and other individuals currently or formerly provided telephone services by the Board to determine individual responsibility for telephone calls.

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 name of individual or telephone number or by number(s) dialed.

  Safeguards. 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. The retention and disposal period for these records is currently under review.

System manager and address.
Director, Division of Information Technology
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 telephone assignment records; call detail listings; results of administrative inquiries relating to assignment of responsibility for placement of specific long distance and local calls.

Exemptions claimed for the system. None.