

## BGFRS—35

***System name.*** FRB—Staff Parking Permit File

***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, visitors, and contractors who have applied for or been issued a parking permit for the Board's garages.

***Categories of records in the system.*** Completed parking application forms (FR 1103), disability parking applications, and contingency parking requests submitted by employees; unusual-work-demand permits and special contingency parking authorizations submitted by division directors; requests for parking for official visitors and contractors; notifications of lost permits; a listing of permit numbers assigned to car pools, van pools, and individual employees; investigations made of compliance with the Board's parking regulations; and official actions taken as a result of violation of the Board's parking regulations.

***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 allocate usage of the limited number of parking spaces in the Board's garages among Board staff, visitors and contractors, and to enforce the Board's parking regulations for safe use of the garages.

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

1. to investigate possible violations of the Board's parking regulations;
2. to determine eligibility for a parking permit; and
3. to determine eligibility for a public transit subsidy payment.

***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, parking permit number, employee identification number, or license tag number.

***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.***

Assistant Director

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; parking permit applications, authorizations, and requests; and from written investigations of possible violations of the Board's parking regulations.

***Exemptions claimed for the system.*** None.