BGFRS—5

**System name.** FRB—EEO Discrimination Complaint 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.** Applicants for Board employment, and past and present Board employees who have filed a complaint of discrimination or appealed a determination made by an official of the Board relating to equal employment opportunities.

**Categories of records in the system.** Documents relating to a complaint, the decision or determination made by the Board affecting an individual under the Board's EEO regulations and procedures. The records consist of the initial complaint or appeal letters or notices to the individual, record of hearings when conducted, materials placed into the record to support the decision or determination, affidavits or statements, testimonies of witnesses, investigative reports, instructions to the Board and/or individual about action to be taken to comply with decisions, and related correspondence, opinions and recommendations.

**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 assist the Board in carrying out its responsibilities under the Rehabilitation Act of 1973, Title VII of the Civil Rights Act, and other nondiscrimination statutes.

**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 management as a data source for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies and may also be utilized to respond to investigative or legal requests for statistical information (without personal identification of individuals).

**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 individual’s name.

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

*Retention and disposal.* All records are retained for four years after
resolution of the case.

**System manager and address.**

EEO Programs Director
Office of the Staff Director for Management
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, Board employees, testimonies of witnesses, official documents relating to the appeal, grievance, or complaints, and correspondence from organizations or persons.

**Exemptions claimed for the system.** Certain portions of this system of records may be exempt from 5 USC 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) of the Privacy Act pursuant to 5 USC 552a(k)(2).