

## BGFRS—9

***System name.*** FRB—Supplier Files

***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.*** Individuals who supply contracted services to the Board, and speakers, applicants or other official visitors to whom the Board must provide reimbursement for fees, travel or other expenses (collectively referred to as “suppliers”).

***Categories of records in the system.*** Supplier Information Form, W-9 Tax Identification Document, and any other information pertaining to the supplier’s status. The Supplier Information Form contains the following information: individual’s name, social security number or taxpayer identification number, address, telephone/fax numbers, email address, contact name/telephone number, supplier classification (such as vendor, speaker, or applicant), and EFT bank information.

***Authority for maintenance of the system.*** Sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248), and Executive Order 9397.

***Purpose(s).*** These records are collected and maintained to assist the Board in tracking and paying suppliers and completing reports for the Internal Revenue Service.

***Routine uses of records maintained in the system, including categories of users and the purposes of such uses.*** General routine uses A, C, D, G, I, and J, apply to this system. Records may also be used to disclose information to the Internal Revenue Service to report payments that may be considered income to the suppliers.

***Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.***

***Storage.*** Records are stored in paper and electronic form. Some electronic records created prior to October 2003 are stored in the Federal Reserve Integrated Records Management Architecture (FIRMA).

***Retrievability.*** Paper records can be retrieved by a supplier’s name. Electronic records can be retrieved by name, social security number, taxpayer identification number, or purchase order number.

***Access Controls.*** 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.*** All records relating to contracts that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000 are retained for six years and three months after final payment and all other records are retained for three years after final payment.

***System manager and address.***

Assistant Director, Technology Support  
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 on whom the record pertains, information from Travel Authorizations and Travel Expense Statements, and information from contract documents.

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