



**Privacy Impact Assessment
of the
Office of the Secretary
Freedom of Information Act and Privacy Act Case
Tracking and Reporting System**

Program or application name:

Office of the Secretary Freedom of Information Act and Privacy Act Case Tracking and Reporting System (“Tracking System”)

System Owner: Board of Governors of the Federal Reserve System’s (“Board”) Office of the Secretary

Contact Information:

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Description of the IT system:

The Tracking System permits Board staff to track Freedom of Information Act (FOIA) and Privacy Act (PA) requests, input processing data, and produce reports. It allows Board staff to log and track the receipt and processing of each FOIA and PA request using data that is received from the individual requesting the

information (“Requester”) or their representative and data that is automatically generated by the Tracking System for the request (e.g., record number). Board staff use the Tracking System to record the status of the request, relevant deadlines, other key events or data (such as the date of the response to the request), and any related administrative appeals.

1. Information concerning individuals that is being collected and/or maintained:

The Tracking System collects some or all of the following personal information concerning the Requester and automatically generates certain processing information:

- Name;*
- Salutation, organization, and location of organization;
- Affiliation/category of affiliation (e.g., commercial, media, educational, or other);*
- Address (business or home);*
- Citizenship status (for Privacy Act requests);
- Telephone number (business, home, or cell);*
- Facsimile number (business or home);
- E-mail address (personal or business); and
- Summary of the information requested.*

In addition, the summary of the information requested section could contain unsolicited PII (such as bank account information or social security numbers) that the requester has provided to the Board. Such unsolicited PII may be related to either the requester or the subject of the FOIA request, but such PII information is not required for the fulfillment of the individual’s FOIA or PA request.

2. The source(s) of each category of information listed in item 1:

Generally, the Requester or his/her representative is the source of the information. As noted above, the Tracking System itself also automatically generates processing information regarding the request such as the dates of relevant deadlines. Board staff

*Mandatory field if request is submitted electronically.

also update the information within the Tracking System based on information from Requesters or information provided by other federal agencies that are referring requests to the Board for disclosure of records that originated with the Board.

3. The purpose for which the information is being collected:

The personally identifiable information collected in the Tracking System assists the Board in carrying out its responsibilities under the FOIA and the Privacy Act. This includes enabling Board staff to process requests for records, which may include contacting requesters to clarify the information sought, assessing fees, and delivering responsive records.

4. Who will have access to this information:

Access to the information contained in the Tracking System is restricted to authorized users who have a need for the information for official business purposes. In addition, this information may be disclosed for the purposes set forth in the System of Records entitled BGFRS-23, “FRB—Freedom of Information Act and Privacy Act Case Tracking and Reporting System.”

5. Whether the individuals to whom the information pertains have an opportunity to decline to provide the information or to consent to particular uses of the information (other than required or authorized uses):

The Board only collects and stores information required for official business purposes. The information collected by the Board is provided voluntarily by Requesters and their representatives; however, if the individual does not provide the information, they will not be able to make a FOIA or Privacy Act request.

6. The procedure(s) for ensuring that the information maintained is accurate, complete, and up-to-date:

The Requester or his/her representative provides the personally identifiable information collected by the Tracking System. Board staff manually enter the information into the Tracking System.

7. The length of time the data will be retained, and how will it be purged:

The Board retains the records for the approved retention period, which ranges from six years after final agency action or three years after final adjudication by the

