



U.S. CONSUMER PRODUCT SAFETY COMMISSION
WASHINGTON, D. C 20207

June 30, 1998

Administrator, Office of Information and Regulatory Affairs
Office of Management and Budget
Executive Office of the President
ATTN: Docket Library
NEOB Room 10012
Washington, D.C. 20503

Dear Administrator:

The Consumer Product Safety Commission does not conduct any computer matching activities and has no information to report.

If you have any questions, contact us by letter, facsimile (301) 504-0127, telephone (301) 504-0785, or Email: tstevenson@cpsc.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd A. Stevenson", written over a large, stylized, scribbled-out area.

Todd A. Stevenson
Deputy Secretary and
Freedom of Information/Privacy Act Officer
Office of the Secretary

Biennial Privacy Act Report
(Authority: 5 U.S.C. § 552a(s))
Calendar Years 1996 and 1997

1. Name and address of reporting agency:

CONSUMER PRODUCT SAFETY COMMISSION
4330 East West Highway (Bethesda, Maryland 20814)
Washington, D.C 20207

2. Name and telephone number of agency official who can best answer questions about this report:

Todd A. Stevenson
Freedom of Information/Privacy Act Officer & Deputy Secretary
(301) 504-0785, Email: tstevenson@cpsc.gov

3. Privacy Act Officials:

- Name and address of Senior Official responsible for agency's Privacy Act Implementation:

Douglas L. Noble
Assistant Executive Director for Information Services
(Tel. 301-504-0000, E-mail: dnoble@cpsc.gov)
Office of Information Services
Consumer Product Safety Commission
4330 East West Highway (Bethesda, Maryland 20814)
Washington, D.C 20207

4. • Name, address and telephone number of agency Privacy Act Officer:

Todd A. Stevenson
Freedom of Information/Privacy Act Officer
(Tel. 301-504-0785, Email: tstevenson@cpsc.gov)
Office of the Secretary
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5. Systems of records inventory (consult your last report and ensure that the numbers reported there are consistent with those you report below):

	1996	1997
1. Total number of nonexempt systems of records	17	19
2. Total number of exempt systems of records	2	3
3. Number of new nonexempt systems of records added	0	4
4. Number of new exempt systems of records added	0	1
5. Number of routine uses added	0	0
6. Number of exemptions added to existing systems	0	0
7. Number of exemptions deleted from existing systems	0	0
8. Total number of automated systems of records (exempt/nonexempt)	8	11

6. A brief narrative describing additions of exemptions, routine uses, or systems of records.

In 1997 the Commission added 5 systems of records:

1. "Hotline Database, CPSC-4," includes persons who contact the Commission's Hotline to report consumer product associated injuries and incidents and other persons identified by the contacting persons.

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2. "Enforcement and Investigation File, CPSC-7," which includes the (k)(2) exemption, includes persons who are the authors or recipients of documents received by or generated by the Commission in the conduct of compliance and regulation investigations.

3. "Integrated Field System, CPSC-8," includes Commission personnel related to items and samples acquired for testing or evidentiary purposes.

4. "Procurement Files, CPSC-10," includes persons who sell goods or services to the Commission.

5. "Procurement Integrity Records, CPSC-18," includes Commission employees involved in the purchase of goods or services.

7. A brief description of any public comments received on agency Privacy Act publication and implementation activities, and agency response.

The Commission did not receive any comments.

8. Number of access and amendment requests from record subjects citing the Privacy Act that were received and the dispositions of requests.

Access Requests:

	1996	1997
1. Total number of requests for access	5	5
2. Number of granted in whole	1	0
3. Number granted in part	0	1
4. Number wholly denied	0	0
5. Number for which no record was found	4	4

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9. Number of instances in which individuals brought suit under section (g) of the Privacy Act against the agency and the results of any such litigation that resulted in a change to agency policies or practices.

The Consumer Product Safety Commission was not involved in any Privacy Act litigation.

10. Descriptions of the results of reviews undertaken in response to the following:

- (1) Section (m) Contracts.

All contracts reviewed by the Freedom of Information/Privacy Act Officer contain the proper and binding wording concerning the adherence to the provisions of the Act.

- (2) Record keeping Practices.

The Commission's record keeping and disposal policies and practices comply with the Act and maintain the security and integrity of documents in paper form and electronically.

- (3) Routine Use Disclosures.

A review of the Commission's systems of records revealed the routine use disclosures associated with the systems remain accurate and compatible with the purposes for the systems.

- (4) Exemption of Systems of Records.

The Commission's systems of records that contain exemption provisions still contain records that need the protection of the exemptions of the Act.

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(5) Systems of Records Notices

As a result of a review of its systems of records, the Commission is currently preparing a complete republication of its systems notices with revisions as necessary.

11. A description of agency Privacy Act training practices.

The Commission does not have a Privacy Act training program, other than normal on-the-job training of employees on the handling of records contained in Privacy Act systems of records. However, the Commission has issued an agency directive, which provides guidance to managers and employees on the implementation of the Act. The directive is being revised at this time.

112. The Consumer Product Safety Commission does not conduct any Computer Matching Programs.