

persons when (1) CPSC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of the suspected or confirmed compromise there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained by a computer database management system. Hard copy printouts of selected groups of records are made from time to time.

**RETRIEVABILITY:**

Records are retrievable by any field, including attorney name.

**SAFEGUARDS:**

Access to the records, and to fields within the records, is controlled by passwords. Records are accessible by all Office of the General Counsel staff, but not by others. Only supervisory staff may create records, assign or extend due dates, or enter completion dates.

**RETENTION AND DISPOSAL:**

Records are kept indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

General Counsel, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**NOTIFICATION PROCEDURE:**

Freedom of Information/Privacy Act Office, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**RECORD ACCESS PROCEDURES:**

Same as notification.

**CONTESTING RECORD PROCEDURES:**

Same as notification.

**RECORD SOURCE CATEGORIES:**

Information in these records is supplied by the attorneys themselves and by supervisors.

**SYSTEM NAME**

**CPSC-10, PROCUREMENT SYSTEM**

**SYSTEM LOCATION:**

Division of Procurement Services, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals, non-incorporated, who sell goods or services to the Consumer Product Safety Commission.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Contracts, proposals, purchase orders, correspondence and other documents related to specific procurements from individuals functioning as business entities. These records may include social security number (when used as business tax ID), home address, and home telephone number when these contact points are used for business purposes. Documents related to procurements from corporations, partnerships, or other such business entities are not included in this system of records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

15 U.S.C. 2076.

**PURPOSE(S):**

These records support all facets of the Commission's procurement activities.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. To the U.S. Department of Justice when related to litigation or anticipated litigation.
2. To the appropriate Federal, State, or local investigation or enforcement agency when there is an indication of a violation or potential violation of statute or regulation in connection with procurement.
3. To a Congressional office in response to an inquiry made at the request of the individual who is the subject of the record.
4. To the U.S. Government Accountability Office in the event of a procurement protest involving the individual.
5. To the Office of Financial Management in an effort to properly process payment of invoices.
6. To the Office of the Secretariat, Freedom of Information Officer, to properly process incoming FOIA requests in accordance with the Freedom of Information Act.
7. Disclosure may be made to appropriate agencies, entities, and persons when (a) the CPSC suspects or has confirmed that the security or

confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of suspected or confirmed compromise there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosures pursuant to 5 U.S.C. 552a(b)(12).* Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are stored in file folders. Extracts of these records, including tax ID number, address, and phone number, are also kept in a computer database.

**RETRIEVABILITY:**

Records are retrieved from the computer database by business name used by an individual or contract number. Paper records are retrieved by contract number, which may be retrieved by first searching for the contractor name in the computer database.

**SAFEGUARDS:**

Paper records are stored in locked cabinets in a secure area. Computer records are accessible only through the use of login and password, which are issued to those with a need to know.

**RETENTION AND DISPOSAL:**

Computer records are kept indefinitely. Paper records are destroyed 6 years and 3 months after final payment.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Division of Procurement Services, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**NOTIFICATION PROCEDURE:**

Freedom of Information/Privacy Act Officer, Office of the Secretariat,

Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**RECORD ACCESS PROCEDURES:**

Same as notification.

**CONTESTING RECORD PROCEDURES:**

Same as notification.

**RECORD SOURCE CATEGORIES:**

Personal information in these records is normally obtained from the person to whom the records pertain.

**SYSTEM NAME**

**CPSC-11, PHYSICAL SECURITY RECORDS**

**SYSTEM LOCATION:**

Office of Facilities Services, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees, contractors, and others who have received uniquely coded tokens (key cards, key fobs, etc.) to gain access to various parts of Commission facilities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records which show the time a token has been used; the identity of the token and, therefore, of the person to whom it is assigned; the location at which it has been used; and the access privileges of the person to whom it is assigned.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301.

**PURPOSE(S):**

These records may be used to investigate breaches of security, theft, vandalism, other property losses, criminal offenses, and employee misconduct.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

These records may be disclosed:

1. To a law enforcement agency when the Commission becomes aware of an indication of a violation of civil or criminal law or regulation to which these records may be pertinent.
2. To the Department of Justice, a court or other tribunal (including an adjudicative or administrative body), or other third-party before such tribunal when the Commission determines that the use of these records by the entity is relevant and necessary to litigation involving the Commission or a Commission employee or former employee.
3. To an employee, an employee's attorney or other representative

designated by the employee, when the Commission questions the employee's conduct based at least in part on information from this system of records.

4. Disclosure may be made to appropriate agencies, entities, and persons when (1) CPSC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of the suspected or confirmed compromise there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

These records are stored in a central computer managed by a security services contractor. Printouts are stored in locked file cabinets.

**RETRIEVABILITY:**

These records can be retrieved by time period, location(s), and the unique identifier of a person's token, or a combination of these.

**SAFEGUARDS:**

These records are kept in a secure computer facility and can be retrieved only by the Commission's Physical Security Manager or designee upon request of a senior Commission official or a law enforcement officer. Printouts are stored in locked file cabinets.

**RETENTION AND DISPOSAL:**

These records are kept one year from the date of creation.

**SYSTEM MANAGER(S) AND ADDRESS:**

Physical Security Manager, Office of Facilities Services, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**NOTIFICATION PROCEDURE:**

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**RECORD ACCESS PROCEDURES:**

Same as notification.

**CONTESTING RECORD PROCEDURES:**

Same as notification.

**RECORD SOURCE CATEGORIES:**

These records are automatically generated when a token is passed through or across an electronic reading device.

**SYSTEM NAME**

**CPSC-12, EMPLOYEE OUTSIDE ACTIVITY NOTICES**

**SYSTEM LOCATION:**

Office of the General Counsel, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Commission employees engaged in outside employment activities or outside activities such as consulting, practicing law, or teaching.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records contains information concerning the employee's position, nature of outside activity, relation of official duties to activity, and method of compensation for outside activity.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Executive Order 12674; 5 CFR part 2635, subpart H; and 5 CFR part 8101.

**PURPOSE(S):**

Information in these records is used by the Ethics Counselor in making a determination as to whether an employee's outside activity constitutes a real or apparent conflict of interest with the employee's government duties and responsibilities.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. Disclosure may be made to appropriate agencies, entities, and persons when (1) CPSC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of the suspected or confirmed compromise there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist