

**RETRIEVABILITY:**

Records will mainly be retrieved using the FOIA request number, however, records may also be retrieved by searching on a requester's first and last names, category (consumer, student, attorney, etc.), job title, address, city, state, zip code, a company name or entry date and closed date.

**SAFEGUARDS:**

Computer records are protected by passwords available only to staff with a need to know.

**RETENTION AND DISPOSAL:**

Records will be stored electronically for 2 to 6 years, contingent upon the National Archives Records Administration (NARA's General Records Schedule 14).

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

Alberta E. Mills, FOIA Officer, Office of the Secretariat, 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 obtained from the individual requesting the information under FOIA or Privacy Act.

**SYSTEM NAME****CPSC-26, LEARNING MANAGEMENT SYSTEM****SYSTEM LOCATION:**

Office of Information Technology, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

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

CPSC employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information concerning training courses that an employee takes during the year. The employee enters a training request by entering their social security number, date of birth, course title, vendor name, course location and other OPM specific data fields that pertain to the collection of training records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. Chapter 41—Training; 5 CFR part 410.

**PURPOSE(S):**

These records are used by Commission to respond to Office of Personnel Management's requirements that all federal agencies submit training reports on a monthly basis. The reports must include employee social security number and date of birth.

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

1. These records are used by CPSC to record training information for all employees.
2. CPSC will use these records to submit monthly training reports to OPM.
3. 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:**

Records will be entered into a database tracking system and stored electronically.

**RETRIEVABILITY:**

Records will mainly be retrieved using the employee's last name.

**SAFEGUARDS:**

Computer records are protected by passwords available only to staff with a need to know.

**RETENTION AND DISPOSAL:**

Training records will be stored electronically for five years.

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

Director, Office of Human Resources, 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 obtained from the individual requesting training.

**SYSTEM NAME****CPSC-27, REQUESTS FOR INFORMATION****SYSTEM LOCATION:**

Office of Communications, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814, Hotline managed by Systems Integration Incorporated, 8201 Corporate Drive, Suite 300, Landover, MD 20785.

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

Persons who contact the Consumer Product Safety Commission to request information and publications.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records contain personal information such as the name, address, email, and telephone number of the person submitting the request for information. Requests can be received through CPSC's toll free hotline, internet Web site, and through correspondence.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 5 of the Consumer Product Safety Act, 15 U.S.C. 2054.

**PURPOSE(S):**

To record personal information so that information and publications may be mailed or otherwise provided.

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

1. Records are disclosed to contractor personnel who operate the Consumer Product Safety Commission's Hotline and who enter data into the database.
2. Records may be used by CPSC staff and contract staff to respond to the request for information.
3. 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