

## **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.