

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:

The individuals themselves, other employees, supervisors, other agencies' management officials, non-federal sources such as private firms, and data from the systems of records OPM/GOVT-1 and EEOC/GOVT-1.

SYSTEM NAME

CPSC-15, Employee Relations Files

System location:

Office of Human Resources Management, Consumer Product Safety Commission, 4430 East West Highway, Bethesda, MD 20814.

Categories of individuals covered by the system:

Current and former employees of the Consumer Product Safety Commission.

Categories of records in the system:

This system of records contains information or documents relating to: (1) Disciplinary actions, complaints, grievances, potential adverse actions, and proposals, decisions, or determinations made by management relative to the foregoing; The records consist of the notices to the individuals, records of resolutions of complaints, materials placed into the record to support the decision or determination, affidavits or statements and (2) retirement records.

Authority for maintenance of the system:

5 U.S.C. 1302, 3301, 4308, 5115, 5338, 7151, 7301, 7701, 8347; Executive Orders 9830, 10987, 11222, 11478.

Purpose(s):

These records and information in the records may be used as a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel research or other personnel management functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

1. To respond to a request from a Member of Congress regarding the status of an appeal, complaint or grievance.
2. To provide information to the public on the decision of an appeal, complaint, or grievance required by the Freedom of Information Act.
3. To respond to a court subpoena and/or refer to a district court in connection with a civil suit.
4. To adjudicate or resolve an appeal, complaint, or grievance.
5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.
6. To request information from a federal, state or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, or the issuance of a license, grant, or other benefit.
7. To provide information or disclose to a federal agency, in response to its request, in connection with the hiring or retention of an employee, or issuance of a license, grant or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision of that matter.
8. 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.

9. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

10. 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 maintained in file folders and computer based media.

Retrievability:

These records are indexed by the names of the individuals on whom they are maintained.

Safeguards:

Records are located in a combination lock metal file cabinet and access is limited to those persons whose official duties require such access.

Retention and disposal:

(1) For documents relating to disciplinary actions, complaints, grievances, and potential adverse actions, destroy no sooner than 7 years after case is closed. (2) For retirement records, transfer the records to the Office of Personnel Management after the employee retires, and retains copies for two years.

System manager(s) and address:

Deputy Director, Office of Human Resources Management, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

Notification procedure:

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Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

Information in these records is furnished by: (1) Individual to whom the record pertains; (2) Agency officials; (3) Affidavits or statements from employee; (4) Testimonies of witnesses; (5) Official documents relating to appeal, grievance, or complaints; (6) Correspondence from specific organizations or persons.

SYSTEM NAME

CPSC-17, Commissioned Officers' Personal Data File

System location:

A complete record on every commissioned officer is maintained in the Office of Compliance and Field Operations to which the commissioned officer is assigned.

Categories of individuals covered by the system:

State employees commissioned as officers of CPSC.

Categories of records in the system:

The database system contains documents related to the commissioning of the individual and personal data including name, social security number, date of birth, educational background, employment history, medical information, home address and phone number.

Authority for maintenance of the system: