

Same as notification.

## **Record source categories:**

Information in these records comes either from the individual to whom it pertains or from agency officials, CPSC supervisors, or state officials.

## **SYSTEM NAME**

### **CPSC-20, Personnel Security File**

## **System location:**

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

## **Categories of individuals covered by the system:**

Employees of the Consumer Product Safety Commission and applicants for employment with the Consumer Product Safety Commission.

## **Categories of records in the system:**

Results of name checks, inquiries, and investigations furnished by the Office of Personnel Management or other approved government investigative agency, to determine suitability for employment with, or continued employment by, the Consumer Product Safety Commission. Information in records may include date and place of birth, citizenship, marital status, military status, and social security status. These records contain investigative information regarding an individual's character, conduct, and behavior in the community where he or she lives or lived; arrests and convictions for any violations of law; information from present and former supervisors, co-workers, associates, educators; credit and National Agency checks; and other information developed from the above.

## **Authority for maintenance of the system:**

Executive Order 10450; 5 U.S.C. 301.

## **Purpose(s):**

The records in this system of records are used by the Director, Office of Human Resources and the

Personnel Security Officer to determine whether the employment of an applicant, or retention of a current employee, is in the interest of the Commission and to determine whether to grant an employee or contractor access to non-public information or restricted areas.

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

1. To request from a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information, data relevant to a Commission decision concerning the hiring or retention of an employee, the issuance of a security clearance to an employee, or other administrative action concerning an employee.
2. To the Office of Personnel Management in their role as an investigating agency, and in their role as the agency responsible for conducting a continuing assessment of agency compliance with federal personnel security and suitability program requirements.
3. To the Office of Personnel Management for use in other personnel matters.
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:**

Records are maintained in file folders and on computer based media.

### **Retrievability:**

Records are indexed alphabetically by name.

### **Safeguards:**

Records are maintained in a safe-type combination lock file cabinet in the custody of the Office of

Human Resources Management. Access is limited to the Personnel Security Officer, the Deputy Director, Office of Human Resources Management.

## **Retention and disposal:**

Records are maintained at the Consumer Product Safety Commission for at least two years from the date of any final decision placed in the record.

## **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:**

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. The Freedom of Information/Privacy Act Officer will forward the request to the agency which conducted the investigation, which will make the final determination.

## **Contesting record procedures:**

Same as access.

## **Record source categories:**

Office of Personnel Management reports and reports from other federal agencies.

## **SYSTEM NAME**

### **CPSC-23, Equal Employment Opportunity (EEO) Disability/Accommodation Files**

## **System location:**

Office of Equal Employment Opportunity and Minority Enterprise, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.