

Same as notification.

## **Record source categories:**

Information is provided by the medical facility performing the medical evaluations. The evaluation is based in part on information provided by the employee to the medical facility.

## **SYSTEM NAME**

### **CPSC-25, FOIA Express System of Records (FOIAXpress)**

## **System location:**

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

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

Individuals who request information from the Consumer Product Safety Commission pursuant to the Freedom of Information Act or Privacy Act.

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

Correspondence and email requests for information submitted to the Commission which may contain personal information about individuals, e.g., name, address, city, state, telephone number, fax and email address and other pertinent information related to processing and responding to their FOIA and/or Privacy Act request.

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

5 U.S.C. 552 and 5 U.S.C. 552a.

## **Purpose(s):**

These records are used by Commission staff responding to the request for information so that requests can be tracked and responded to accurately and in a timely manner.

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

1. These records are used to record the requesting individual's address so a response can be forwarded.
2. These records are used to record the specific information that the individual is seeking so that the information we provide is responsive to the request.
3. Staff will search the records to determine which requests have been filled and which are still pending.
4. CPSC will use these records to prepare an annual report of FOIA activities at the end of each fiscal year and submit the report to the Attorney General, through the Department of Justice, Office of Information and Privacy.
5. 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 given a request number. All information will be stored electronically and paper requests will eventually be destroyed.

### **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:**