

## **CPSC-2, Advisory Committee Records**

### **System location:**

Directorate for Health Sciences, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

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

Individuals seeking, nominated for, or selected for membership on CPSC Advisory Committees.

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

Records of applicants contain an individual's name, address, personal history and qualifications, any correspondence with the individual, and any Commission memoranda relating to the selection of the individual. Records of members additionally contain information about the member's financial compensation and Commission documents relating to the individual's service as a member.

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

15 U.S.C. 2077 and 15 U.S.C 1275.

### **Purpose(s):**

These records are used to select candidates for filling vacancies on Advisory Committees and to administer the operation of the committees.

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

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. 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 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 hard copy.

### **Retrievability:**

Records are indexed alphabetically by name of committee and then by name of applicant or member.

### **Safeguards:**

Records are maintained in file cabinets in a secured area.

### **Retention and disposal:**

Files maintained by the Secretariat to the board, committee, or conference are maintained permanently. They are transferred to the Federal Records Center when they are five years old or upon permission of board, committee, or conference. Members' records are destroyed two years after termination of membership, or sooner, if no longer needed.

### **System manager(s) and address:**

Health Sciences Project Manager, Directorate for Health Sciences, 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:**

Information is provided by applicants, nominees for, and members of advisory committees, the National Academy of Science, and by Commission staff.

## **SYSTEM NAME**

### **CPSC-3, Claims**

#### **System location:**

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

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

CPSC employees sustaining personal property damage or loss incident to service; CPSC employees involved in situations where personal injury or property damage to others results from wrongful or negligent acts or omissions of employee acting within scope of employment; claimants sustaining injury or property damage due to activities of CPSC or its employees.

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

These records contain claims for money damages, accident and investigative reports, and correspondence and other documents concerning claims or potential claims.

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

31 U.S.C. 3721; 28 U.S.C. 1346(b), 2672.

#### **Purpose(s):**

(a) For processing claims and litigation under the Federal Tort Claims Act or the Military Personnel and Civilian Employee's Claims Act; (b) for preparation of reports.

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

1. 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.