

## **Record source categories:**

Information in these records is initially supplied by persons who contact the Commission.

## **SYSTEM NAME**

### **CPSC 28, Emergency Contact Information Systems for the Consumer Product Safety Commission**

## **System location:**

U.S. Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814, and field offices throughout the United States.

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

Employees, former employees, and other individuals having business with the Commission who have provided emergency contact information.

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

Information in the records may include home phone numbers, cellular phone numbers, pager numbers, numbers where individuals can be reached while on travel or otherwise away from the office, home addresses, electronic mail addresses, driver's license information, and phone numbers of family members or other contacts, and other contact information provided by individuals covered by this system of records to the Commission.

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

5 U.S.C. 301.

## **Purpose of the System:**

To maintain contact information on employees and other individuals in case of emergencies involving an employee or the Commission, or when necessary for official purposes.

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

In addition to the conditions of disclosure under 5 U.S.C. 552a(b), Commission staff may provide these records to any Federal, State, local or other public authorities for the purpose of coordinating and reviewing agency continuity of operations plans or emergency contingency plans developed for responding to security threats, weather related emergencies or other critical situations.

## **Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

### **Storage:**

Records are stored in electronic form, on paper, plastic laminated cards, lists on shared computer drives, or lists maintained on telephones or other devices issued by the Commission.

### **Retrievability:**

Information is retrieved by name of the individual.

### **Safeguards:**

Records are safeguarded by restricted computer passwords, Secure Zip software, and/or locked in file cabinets. Access to the records is restricted to those who require the records in the performance of official duties related to the purposes for which the system is maintained.

### **Retention and disposal:**

Periodic purging and disposal of those records concerning individuals no longer members, employees or contractors of the Commission. Otherwise, records are retained and disposed of in accordance with the appropriate National Archives and Records Administration General Records Schedules.

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

The system managers for emergency notification files are the Directors for the individual offices maintaining the records 4330 East West Highway, Bethesda, Maryland 20814.

### **Notification procedure:**

Privacy Act Officer, Office of the Secretariat, U.S. Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

### **Record access procedures:**

Request for access must be in writing and should be addressed to the Privacy Act Officer, Office of the Secretariat, U.S. Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

## **Contesting record procedures:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the Privacy Act Officer listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

## **Record source categories:**

Information in emergency notification files is obtained from CPSC employees and contractors whose names appear on emergency contact lists and forms.

## **Exemptions Claimed for the System:**

None.

## **SYSTEM NAME**

### **CPSC-29, Request Tracking System for Freedom of Information Act (FOIA) and Privacy Act (PA) requests**

## **System location:**

Office of the Secretariat, Freedom of Information Office and National Injury Information Clearinghouse Office, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, Maryland 20814.

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

Individuals who have requested CSPC records pursuant to the Freedom of Information and/or Privacy Acts.

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

Records describe incoming FOIA requests, request identification number, contact/affiliation information for individuals requesting records, action taken, description of records released or denied,