

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,

fees charged/waived, and final outcome of request.

Authority for maintenance of the system:

5 U.S.C. 552 and 15, U.S.C. 2055.

Purpose(s):

The system is maintained for the purpose of processing records requests under FOIA and to prepare related reports.

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

In addition to those disclosures generally permitted under FOIA and the PA, the records maintained in the system may also be used for the following:

1. Used by the CPSC Clearinghouse staff to assure that each request is processed and receives an appropriate response and to compile data for required annual reports on activities under the FOIA.
2. As a data source for management information 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.

Policies and Practices for Storing, Retrieving, Accessing, Retaining and Disposing of Records in the System:

Storage:

Paper records in file folders. An index is maintained in a computer database.

Retrievability:

By the request identification number, name of requester, type of requester, product code.

Safeguards:

Records are maintained in a secure, access-controlled file room and lockable file cabinets.

Retention and disposal:

Records are maintained in accordance with CPSC Records Control Schedules as applicable to the General Records Schedule, published by the National Archives and Records Administration.

System manager(s) and address:

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

Notification Process:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to this or her record, or who wants to contest the contents of the record, should write to the Freedom of Information Officer, Office of the Secretariat, 4330 East West Highway, Bethesda, MD 20814.

Record access procedures:

Request for access to records in this system may be made by writing to the Freedom of Information Officer at CPSC, 4330 East West Highway, Bethesda, MD 20814.

Contesting Procedure:

Requests for correction or amendment must be submitted in writing to the address indicated above (see "Record Access Procedures" above). Request must adequately describe the corrective action sought.

Record source categories:

Incoming Freedom of Information Act requests.

SYSTEM NAME

CPSC-30, CPSC Transit Subsidy Benefit Program

System location:

Office of Facilities Services, Consumer Product Safety Commission, 4430 East West Highway, Bethesda, MD 20814.