

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.

Categories of individuals covered by the system:

CPSC employees who are applicants and recipients of fare subsidies issued by the Department of Transportation (DOT).

Categories of records in the system:

Employee applications for fare subsidies. Applications include name, address, date of birth, last four digits of social security number, smart trip card serial number, work email address, effective date of program participation, value of fare media provided, and effective date of termination.

Authority for maintenance of the system:

Executive Order 12191 and 103

Purpose(s):

Fare subsidy management.

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

Used as part of a program designed to ensure eligibility for, and prevent misuse of funds. Disclosures may be made from this system to consumer reporting agencies (collecting on behalf of the United States Government) as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1982 (31 U.S.C. 3701(a)(3)). 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 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:

Hard copy records are stored in locking file cabinets and electronic records are stored on computers

in a document library on the agency's internal document management site, which is available only to staff with a need to know.

Retrievability:

Records are filed alphabetically and retrievable by employee name.

Safeguards:

Paper records are kept in locked cabinets in a secure area. Computer records are protected on document management sites available only to staff whose official duties require access.

Retention and disposal:

Electronic and hard copies of applications are retained for three years and then destroyed in accordance with General Records Schedule Number 9, Item 7.

System manager(s) and address:

Office of Information Technology, 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:

Applications submitted by individuals for fare subsidies; notifications from DOT; and periodic certifications and reports regarding fare subsidies.