

furnished the city in response to a written request from an appropriate city official to the Assistant Administrator for Plans, Programs, and Financial Management, General Services Administration (B), Washington, DC 20405.

4. To the extent necessary, records are available to Commission and outside government agencies to monitor and document grievance proceedings, EEO complaints, and adverse actions; and to provide reference to other agencies and persons for employees seeking employment elsewhere.

5. Some records or data elements in this system of records may also be in the Office of Personnel Management's government-wide system OPM/GOVT-1 and are subject to that system's routine uses.

6. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

7. The names, social security numbers, home addresses, dates of birth, quarterly earnings, employer identifying information, and State of hire of employees may be disclosed to the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services for the purpose of locating individuals to establish paternity, establishing and modifying orders of child support, identifying sources of income, and for other child support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform law, Pub. L. 104-193).

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

Storage:

Records are stored on paper in file folders and on computer magnetic media.

Retrievability:

Paper records are filed by name. Computer records are retrievable by any data element or combination of data elements.

Safeguards:

Paper records are stored in lockable metal cabinets or in secured rooms. Password system protects access to the computerized records. Information is released only to authorized officials on a need-to know basis.

Retention and disposal:

Payroll-related records are sent to storage two years after the end of the fiscal year to which they pertain.

Personnel-related records are disposed of two years after termination of employment.

System manager(s) and address:

For payroll-related records:

Director, Division of Financial Services
Consumer Product Safety Commission
Washington, DC 20207

For personnel-related records:

Director, Office of Human Resources Management
Consumer Product Safety Commission
Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207

Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

The individuals themselves, other employees, supervisors, other agencies' management officials, non-Federal sources such as private firms, and data from the

systems of records OPM/GOVT-1 and EEOC/GOVT-1.

CPSC-14

System name:

CPSC-14, Corrective Actions and Sample Tracking System

System location:

Recalls and Compliance Division
Office of Compliance
Consumer Product Safety Commission,
4330 East West Highway
Bethesda, MD 20814

Categories of individuals covered by the system:

CPSC compliance officers and CPSC attorneys in the Office of Compliance; Regional Center compliance officers; contact persons for manufacturers, distributors, or retailers of potentially hazardous products.

Categories of records in the system:

There are two types of records in the system. The first type of record includes various kinds of abbreviated descriptive and status information about samples of consumer products collected as potential evidence of substantial product hazards. This kind of record identifies the compliance officer responsible for the sample, the name of the product, and the manufacturer of the product.

The second type of record includes management information about investigations opened to deal with potentially hazardous products, including the name and manufacturer, distributor, or retailer of the product, the compliance officer and attorney assigned to the case, the status and priority of the case, various dates which document the progress of the case, and the corrective action taken.

Authority for maintenance of the system:

15 U.S.C. 2064; 16 CFR Parts 1115 and 1118.

Purpose(s):

15 U.S.C. 2064 authorizes the Consumer Product Safety Commission to order the manufacturer, distributor, or retailer of a consumer product to take corrective action

whenever the Commission determines that the product creates a substantial risk of injury to the public. Where appropriate, the Commission may attempt to negotiate a voluntary agreement with a manufacturer, distributor, or retailer to take corrective action. The Commission's Recalls and Compliance Division uses this system of records to manage its substantial product hazard correction activities, from the receipt of information about a suspected product hazard, through the collection and evaluation of evidence, to ultimate resolution. It is also used to monitor staff workloads and evaluate staff performance.

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

None.

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

Storage:

Records are maintained by a computer database management system. Hard copy printouts of all or selected groups of records are made from time to time.

Retrievability:

Records are retrievable by any field, including compliance officer and attorney name.

Safeguards:

Access to records and to fields within records, is controlled by passwords. Records are accessible only by members of the Commission's Recalls and Compliance Division and Legal Division in the Office of Compliance and by Regional Center compliance officers. Only members of the Recalls and Compliance Division and a designated clerical person may enter data, other than a preliminary determination date and the file closing date, which can only be entered by supervisory personnel.

Retention and disposal:

Records are retained indefinitely.

System manager(s) and address:

Director, Recalls and Compliance Division
Office of Compliance
Consumer Product Safety Commission
Washington, DC 20207.

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207.

Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

Information in these records is supplied by manufacturers, distributors, or retailers of consumer products, Commission compliance officers, Commission attorneys, and other Commission staff.

CPSC-15

System name:

CPSC-15, Employee Relations Files

System location:

Consumer Product Safety Commission
Office of Human Resources Management
4430 East West Highway
Bethesda, MD 20814

Categories of individuals covered by the system:

Current and former employees of the Consumer Product Safety Commission.

Categories of records in the system:

This system of records contains information or documents relating to: (1) disciplinary actions, complaints, grievances, potential adverse actions, and proposals, decisions, or determinations made by management relative to the foregoing; (2) retirement records.

The records consist of the notices to the individuals, records of resolutions of complaints, materials placed into the record to support the decision or determination, affidavits or statements.

Authority for maintenance of the system:

5 U.S.C. 1302, 3301, 4308, 5115, 5338, 7151, 7301, 7701, 8347; Executive Orders 9830, 10987, 11222, 11478.

Purpose(s):

These records and information in the records may be used as a data source for management information for production of summary descriptive statistics 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; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel research or other personnel management functions.

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

1. To respond to a request from a Member of Congress regarding the status of an appeal, complaint or grievance.
2. To provide information to the public on the decision of an appeal, complaint, or grievance required by the Freedom of Information Act.
3. To respond to a court subpoena and/or refer to a district court in connection with a civil suit.
4. To adjudicate or resolve an appeal, complaint, or grievance.
5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.
6. To request information from a federal, state or local agency maintaining civil,

criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, or the issuance of a license, grant, or other benefit.

7. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, or issuance of a license, grant or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision of that matter.

8. 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.

9. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

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

Storage:

These records are maintained in file folders.

Retrievability:

These records are indexed by the names of the individuals on whom they are maintained.

Safeguards:

Records are located in a combination lock metal file cabinet and access is limited to those persons whose official duties require such access.

Retention and disposal:

The records are maintained for 4 years after an employee leaves. Disposal is by normal procedures.

System manager(s) and address:

Chief, Labor and Employee Relations Branch
Office of Human Resources Management
Consumer Product Safety Commission

Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207

Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

Information in these records is furnished by: (1) Individual to whom the record pertains; (2) Agency officials; (3) Affidavits or statements from employee; (4) Testimonies of witnesses; (5) Official documents relating to appeal, grievance, or complaints; (6) Correspondence from specific organizations or persons.

CPSC-16

System name:

CPSC-16, Equal Employment Opportunity (EEO) Counseling Files

System location:

Consumer Product Safety Commission
Office of Equal Employment Opportunity and Minority Enterprise
4430 East West Highway
Bethesda, MD 20814

Categories of individuals covered by the system:

Employees who are counseled by EEO Counselors on EEO matters.

Categories of records in the system:

These records contain information regarding counseling of employees who believe they have been discriminated against on the basis of race, color, religion, sex, national origin, age, or mental or physical handicaps.

Authority for maintenance of the system:

29 CFR part 1614.

Purpose(s):

To document instances of discrimination on any of the above bases and to be part of the record in any formal complaint of discrimination.

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.

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 by name.

Safeguards:

Records are maintained in locked files in a secured area.

Retention and disposal:

Destroyed after two years.

System manager(s) and address:

Director, Office of Equal Employment Opportunity and Minority
Enterprise
Consumer Product Safety Commission
Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207

Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

Information in these records is furnished by the employee to whom it pertains and by any witnesses.

CPSC-17

System name:

CPSC-17, Commissioned Officers Personal Data File

System location:

A complete record on every commissioned officer is maintained in the Regional Center to which the commissioned officer is assigned. Regional Center addresses are listed in Appendix I.

Categories of individuals covered by the system:

State employees commissioned as officers of CPSC.

Categories of records in the system:

The system contains documents related to the commissioning of the individual and personal data including name, social security number, date of birth, educational background, employment history, medical information, home address and phone number.

Authority for maintenance of the system:

Section 29(a)(2), Consumer Product Safety Act (15 U.S.C. 2078(a)(2)); E.O. 10450, sections 8(c), 9(a), 9(b); E.O. 10561.

Purpose(s):

1. Used by agency officials for purposes of review in connection with commissioning, and determination of qualifications for recommissioning of an individual.
2. To provide statistical reports to Congress, agencies and the public on characteristics of the Commissioned officer program.
3. As a data source for management information for production of summary descriptive statistics 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; may also be utilized to respond to general requests for statistical information without personal identification of individuals. under the Freedom of Information Act or to locate specific individuals for personnel research or other personal management functions.

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

1. To provide information to a Federal or state agency, in response to its request, in connection with the hiring or retention of an employee, or other benefit by the requesting agency.
2. To request information from a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information if necessary to obtain information relevant to an agency decision concerning the commissioning or recommissioning of an individual.
3. Disclosure to a congressional office in response to an inquiry from the congressional office made at the request of the individual.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31

U.S.C. 3701(a)(3)).

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

Storage:

Records are maintained in file folders.

Retrievability:

Records are indexed by state and by name.

Safeguards:

Records are located in lockable metal file cabinets or metal file cabinets in secured rooms with access limited to those whose official duties require access.

Retention and disposal:

The records are maintained and disposed of in accordance with Commission records management policies and procedures.

System manager(s) and address:

Regional Center Directors
Consumer Product Safety Commission
(Regional Center addresses are listed in Appendix I)

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207

Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

Information in these records comes either from the individual to whom it pertains or from agency officials, CPSC supervisors, or state officials.

CPSC-18

System name:

CPSC-18, Procurement Integrity Records

System location:

Division of Procurement Services
Consumer Product Safety Commission
4330 East West Highway
Bethesda, MD 20814

Categories of individuals covered by the system:

Commission employees involved in the procurement of goods or services.

Categories of records in the system:

Procurement Integrity Certificates. These are standard forms that are certifications that the employees to whom they pertain understand and will abide by specified laws and regulations pertaining to procurement activities. The forms include the name, signature and, for forms completed before April, 1997, the social security number of the individuals.

Authority for maintenance of the system:

41 U.S.C. 423(1)(2).

Purpose(s):

These certificates provide continuing evidence of an individual's qualification to participate in procurement activities.

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

1. Transfers to Federal, State, local, or foreign agencies when relevant to civil, criminal, administrative, or regulatory investigations or proceedings, including transfer to the Office of Government Ethics in connection with its program oversight responsibilities.

2. To a Federal agency pursuant to a request by the agency in connection with hiring, retention, or grievance of an employee or applicant, the issuance of a security clearance, the award or administration of a contract, the issuance of a license, grant, or other benefit.

3. To committees of the Congress.

4. Any other use specified by the Office of Personnel Management (OPM) in the system of records entitled "OPM/GOVT-1, General Personnel Records," as published in the Federal Register periodically by OPM.

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

Storage:

Stored alphabetically in file folders.

Retrievability:

Retrieved by name of the individual to whom the record pertains.

Safeguards:

Records are kept in a secure area.

Retention and disposal:

Records are kept until no longer needed.

System manager(s) and address:

Director, Division of Procurement Services
Consumer Product Safety Commission
Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207

Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

Information is supplied by the individual to whom a record pertains.

CPSC-19

System name:

Office of Hazard Identification and Reduction Tracking System

System location:

Office of Hazard Analysis and Reduction
Consumer Product Safety Commission
4330 East West Highway
Bethesda, MD 20814

Categories of individuals covered by the system:

Project managers and supervisors.

Categories of records in the system:

Records include management information such as the project manager, supervisor, origin of the project, products and hazards addressed, types of interventions, schedules and milestones, Commission decisions, key accomplishments, and resources expended.

Authority for maintenance of the system:

15 U.S.C. 2051 et seq.; 31 U.S.C. 1116.

Purpose(s):

The Consumer Product Safety Act, the Federal Hazardous Substances Act, the Flammable Fabrics Act, and the Poison Prevention Packaging Act authorize the Consumer Product Safety Commission to collect death and injury data, conduct research on the safety of consumer products, develop voluntary and mandatory safety standards, and ban unusually hazardous consumer products. The Office of Hazard Identification and Reduction and other Commission staff use this system to manage such programs. The system tracks critical project elements from the identification and characterization of hazards to the development and implementation of voluntary or regulatory solutions. Reports from the system are used for evaluating and reporting progress in addressing hazards of importance to the Commission. The system generates statistical data for OMB and the Congress. The system is also used to prepare reports on agency progress as required by the Government Performance and Results Act of 1993. It may also be used to evaluate staff performance.

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

None.

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

Storage:

Records are maintained by a computer database system. Hard copy printouts of all or selected groups of records are made from time to time.

Retrievability:

Records are retrievable by any field, including names of project managers and supervisors.

Safeguards:

Access to records and to fields within records is controlled by passwords. Records are accessible only by members of the Office of Hazard Identification and

Reduction, including project managers and their supervisors.

Retention and disposal:

Records are retained indefinitely.

System manager(s) and address:

Assistant Executive Director
Office of Hazard Identification and Reduction
Consumer Product Safety Commission
Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207

Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

Information in these records is developed within the Commission from the planning and implementing of project activities. Information is obtained from project managers, their supervisors, official Commission records, and other management and accounting systems.

CPSC-20

System name:

CPSC-20, Personnel Security File

System location:

Office of Human Resources Management
Consumer Product Safety Commission
4330 East West Highway
Bethesda, MD 20814

Categories of individuals covered by the system:

Employees of the Consumer Product Safety Commission, and applicants for employment with the Consumer Product Safety Commission.

Categories of records in the system:

Results of name checks, inquiries, and investigations furnished by the Office of Personnel Management to determine suitability for employment with, or continued employment by, the Consumer Product Safety Commission. Information in records may include date and place of birth, citizenship, marital status, military status, and social security status. These records contain investigative information regarding an individual's character, conduct, and behavior in the community where he or she lives or lived; arrests and convictions for any violations of law; information from present and former supervisors, co-workers, associates, educators; credit and National Agency checks; and other information developed from the above.

Authority for maintenance of the system:

Executive Order 10450; 5 U.S.C. 301.

Purpose(s):

The records in this system of records are used by the Director, Office of Human Resources and the Personnel Security Officer to determine whether the employment of an applicant, or retention of a current employee, is in the interest of the Commission and to determine whether to grant an employee access to non-public information or restricted areas.

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

1. To request from a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information, data relevant to a Commission decision concerning the hiring or retention of an employee, the issuance of a security clearance to an employee, or other administrative action concerning an employee.
2. To the Office of Personnel Management in their role as an investigating agency, and in their role as the agency responsible for conducting a continuing

assessment of agency compliance with federal personnel security and suitability program requirements.

3. To the Office of Personnel Management for use in other personnel matters.

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

Storage:

Records are maintained in file folders.

Retrievability:

Records are indexed alphabetically by name.

Safeguards:

Records are maintained in a safe-type combination lock file cabinet in the custody of the Personnel Security Officer, Directorate for Administration. Access is limited to the Personnel Security Officer and the Director, Office of Human Resources Management.

Retention and disposal:

Records are maintained at the Consumer Product Safety Commission for at least two years from the date of any final decision placed in the record.

System manager(s) and address:

Chief, Labor and Employee Relations
Office of Human Resources
Consumer Product Safety Commission
Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary,
Consumer Product Safety Commission
Washington, DC 20207.

Record access procedures:

Same as notification. The Freedom of Information/Privacy Act Officer will forward the request to the agency which conducted the investigation, which will make the final determination.

Contesting record procedures:

Same as access.

Record source categories:

Office of Personnel Management reports and reports from other federal agencies.

CPSC-21**System name:**

CPSC-21, Contractor Personnel Security File

System location:

Directorate for Administration
Consumer Product Safety Commission
4330 East West Highway
Bethesda, MD 20814

Categories of individuals covered by the system:

Employees of contractors for the Consumer Product Safety Commission who perform work on site at the Commission.

Categories of records in the system:

Results of name checks, inquiries, and investigations furnished by the Office of Personnel Management to determine suitability of contractor employees for performing on site work at the Consumer Product Safety Commission. Information in records may include date and place of birth, citizenship, marital status, military status, and social security status. These records contain investigative information regarding an individual's character, conduct, and behavior in the community where he or she lives or lived; arrests and convictions for any violations of law; information from present and former supervisors, co-workers, associates, educators; credit and National Agency checks; and other information developed from the above.

Authority for maintenance of the system:

15 U.S.C. 2076(e).

Purpose(s):

The records in this system of records are used by the Associate Executive Director for Administration and the Personnel Security Officer to determine whether it is in the interest of the Commission to permit a contractor's employee to work on the Commission premises, and whether it is in the interest of the Commission to grant a contractor's employee access to non-public information or restricted areas.

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

None.

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

Storage:

Records are maintained in file folders.

Retrievability:

Records are retrieved by contractor name and by contractor employee name.

Safeguards:

Records are maintained in a safe-type combination lock file cabinet in the custody of the Associate Executive Director for Administration. Access is limited to the Personnel Security Officer and the Associate Executive Director for Administration.

Retention and disposal:

Records are maintained at the Consumer Product Safety Commission for at least two years from the date of termination of the contract under which a person is employed.

System manager(s) and address:

Associate Executive Director for Administration
Consumer Product Safety Commission
Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary,
Consumer Product Safety Commission
Washington, DC 20207.

Record access procedures:

Same as notification. The Freedom of Information/Privacy Act Officer will forward the request to the agency which conducted the investigation, which will make the final determination.

Contesting record procedures:

Same as access.

Record source categories:

The individual to whom the record pertains, Office of Personnel Management reports and reports from other federal agencies.

CPSC-22

CPSC-22, Management Information System

System location:

Consumer Product Safety Commission
Associate Executive Director for Administration
4330 East West Highway
Bethesda, Maryland 20814

Categories of individuals covered by the system:

All CPSC employees.

Categories of records in the system:

The records contain information on work and leave hours charged by individual employees against CPSC programs, projects, and organization categories. The data included are: program codes, project codes, organization codes, reporting period, employee name and CPSC employee number, and hours charged.

Authority for maintenance of the system:

15 U.S.C. 2051 et seq.; 44 U.S.C. 3101.

Purpose(s):

The records are used to produce periodic printed reports which show total employee time and costs allocated to Commission programs and projects by organizational elements. The cost information includes information derived from the Commission's accounting system. Some of the reports will display the time charged by individual employees by programs and projects within organizational elements.

These reports are distributed to CPSC managers, supervisory personnel and staff at all levels as a management tool to:

1. Inform project managers of time worked by individuals on specified program and project activities;
2. Assure accurate reporting and recording of time worked on agency programs and projects;
3. Track the agency's work in terms of programs and projects;
4. Assist in the preparation of the CPSC Fiscal Year Operating Plan;
5. Assess achievement of planned goals established in the CPSC Fiscal Year Operating Plan;
6. Identify resource allocation deficiencies;
7. Provide an historical record of agency program, project, and organization resource expenditures;
8. Assure effective distribution of staff skills for planned workloads;
9. Provide reports to top level management on agency accomplishment.

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

Storage:

Records are maintained in hard copy and on computer magnetic media.

Retrievability:

Records are retrievable by any of the data items on the records.

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

None.

Safeguards:

Access to individual computer records is restricted to staff of the Associate Executive Director for Administration through the use of special computer identification codes. Hard copy individual records are kept in locked file cabinets with access also restricted to the staff of the Associate Executive Director for Administration. Management Information System data will not be used as evidence against the supplying employee in employee performance evaluations or adverse actions.

Retention and disposal:

Individual hard copy employee records and computer records, other than time and cost totals, are retained for not more than one year. Disposal is accomplished through magnetic disc or magnetic tape erasure for computer-stored records, and direct disposal into trash for hard copy individual records.

System manager(s) and address:

Associate Executive Director for Administration
Consumer Product Safety Commission
Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207

Record access procedures:

Same as Notification.

Contesting record procedures:

Same as Notification.

Record source categories:

Information in these records is furnished by the employees to whom it pertains.

CPSC-23 [Reserved]

CPSC-24

System name:

CPSC-24, Respirator Program Medical Reports

System location:

Directorate for Administration
Consumer Product Safety Commission
4330 East West Highway
Bethesda, MD 20814

Categories of individuals covered by the system:

CPSC employees whose jobs may require them to wear respirators.

Categories of records in the system:

Medical reports indicating (a) approval or disapproval for an employee's use of respirators; (b) allowable level of exertion and any medical conditions relevant to the use of respirators; and (c) recommended interval until next medical evaluation.

Authority for maintenance of the system:

29 CFR 1910.134(b)(10).

Purpose(s):

These records are used to keep track of employees who are authorized to work in hazardous environments requiring the use of respirators and to schedule repeat medical examinations for those employees.

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

None.

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 retrieved by name of employee.

Safeguards:

Records are maintained in a combination lock safe-type filing cabinet.

Retention and disposal:

Records are maintained until termination of employment with CPSC.

System manager(s) and address:

Associate Executive Director for Administration
Consumer Product Safety Commission
Washington, DC 20207

Notification procedure:

Freedom of Information/Privacy Act Officer
Office of the Secretary
Consumer Product Safety Commission
Washington, DC 20207

Record access procedures:

Same as notification.

Contesting record procedures:

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.

Appendix I Regional Office Addresses

Central Regional Center, 230 S. Dearborn Street, Room 2944, Chicago, Illinois 60604-1601.

Eastern Regional Center, 6 World Trade Center, Room 350, New York, New York 10048-0206.

Western Regional Center, 600 Harrison Street, Room 245, San Francisco, California 94107-1370.

Appendix II Pertinent Record Systems of Other Agencies

Other Federal agencies maintain government-wide systems of records which may contain information about CPSC employees. Some of these records may be physically located at CPSC. These systems include:

1. Office of Personnel Management, OPM/GOVT-1, General Personnel Records (includes official personnel folders).

2. Office of Personnel Management, OPM/GOVT-2, Employee Performance File System Records.

3. Office of Personnel Management, OPM/GOVT-3, Records of Adverse Actions, Performance Based Reduction in Grade and Removal Actions, and Termination of Probationers.

4. Office of Personnel Management, OPM/GOVT-5, Recruiting, Examining, and Placement Records.

5. Office of Personnel Management, OPM/GOVT-6, Personnel Research and Test Validation Records.

6. Office of Personnel Management, OPM/GOVT-7, Applicant Race, Sex, National Origin, and Disability Status Records.

7. Office of Personnel Management, OPM/GOVT-9, File on Position Classification Appeals, Job Grading Appeals, and Retained Grade or Pay Appeals.

8. Office of Personnel Management, OPM/GOVT-10, Employee Medical File System Records.

9. Office of Government Ethics, OGE/GOVT-1, Executive Branch Public Financial Disclosure Reports and Other Ethics Program Records (includes financial interest disclosure forms of CPSC employees subject to the Ethics in Government Act).

10. Office of Government Ethics, OGE/GOVT-2, Confidential Statements of

Employment and Financial Interests.

11. Office of Special Counsel, OSC/GOVT-1, Complaint, Litigation and Political Activity Files.

12. Federal Emergency Management Agency, FEMA/GOVT-1, Uniform Identification System for Federal Employees Performing Essential Duties During Emergencies.

13. Equal Employment Opportunity Commission, EEOC/GOVT-1, Equal Employment Opportunity in the Federal Government Complaint and Appeal Records.

14. Merit System Protection Board, MSPB/GOVT-1, Appeal and Case Records.

15. General Services Administration, GSA/GOVT-3, Travel Charge Card Program.

16. General Services Administration, GSA/GOVT-4, Contracted Travel Services Program.

17. Department of Labor, DOL/GOVT-1, Office of Workers Compensation Programs, Federal Employees Compensation Act Files.



U.S. CONSUMER PRODUCT SAFETY COMMISSION
WASHINGTON, D.C. 20207

Honorable Fred Thompson, Chairman
Committee on Governmental Affairs
340 Dirksen Senate Office Building
Washington, DC 20510-6250

Re: Privacy Act System Report

Dear Mr. Chairman:

Enclosed please find (i) a Federal Register notice and (ii) eleven supporting narratives that describe Privacy Act systems of records entitled "CPSC-1, Injury Investigation Files", "CPSC-4, Hotline Database", "CPSC-5, Commissioners' Biographies", "CPSC-6, Office of the Inspector General Investigative Files", "CPSC-7, Enforcement and Investigation Files", "CPSC-13, Personnel Data System", "CPSC-14, Corrective Actions and Sample Tracking System", "CPSC-17, Commissioned Officers Personal Data File", "CPSC-19, Office of Hazard Identification and Reduction Tracking System", "CPSC-21, Contractor Personnel Security File", and "CPSC-24, Respirator Program Medical Reports." The notice is being submitted to the Federal Register for publication simultaneously with the mailing of this letter.

The systems of records do not duplicate any existing Consumer Product Safety Commission or government-wide system of records. If further information is required, please contact Mr. Joseph F. Rosenthal at 301-504-0980.

Sincerely,

Todd Stevenson
Privacy Act Officer
Office of the Secretary

Enclosures



U.S. CONSUMER PRODUCT SAFETY COMMISSION
WASHINGTON, D.C. 20207

Honorable Dan Burton, Chairman
Committee on Governmental Reform and Oversight
2157 Rayburn House Office Building
Washington, DC 20515-6143

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U.S. CONSUMER PRODUCT SAFETY COMMISSION
WASHINGTON, D.C. 20207

Office of Management and Budget, Room 10236
725 17th Street, N.W.
Washington, DC 20503

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Narrative Statement

CPSC-1, Injury Investigation Files (Revised)

1. This system of records supports the Commission's work in analyzing the incidence, severity, and causes of consumer product related injuries.
2. This system is maintained under authority of section 5 of the Consumer Product Safety Act, 15 U.S.C. 2054, which directs the Commission to "collect, investigate, analyze, and disseminate injury data, and information, relating to the causes and prevention of death, injury, and illness associated with consumer products."
3. This system should have minimal effect on the privacy of individuals because, pursuant to 15 U.S.C. 2078(e), records containing the identities of record subjects, or of their physicians, may only be disclosed to other governmental agencies "engaged in activities relating to health, safety, or consumer protection," and then only if those agencies agree not to disclose those identities.
4. Hard copies of investigation reports are kept in secure facilities. Computer images are password protected. Reports are redacted as necessary before any public disclosure is permitted.
5. The only routine use that permits disclosure of records containing personal identifiers without the subjects' approval is specifically authorized by statute.

Narrative Statement

CPSC-4, Hotline Database (Revised)

1. This system continues to support the Commission's mission to reduce the risk of injury from consumer products.
2. The cited authority remains unchanged
3. The new routine use will not affect the privacy of individuals because the information in the system is volunteered by the individuals to whom it pertains, and no disclosure is made outside the Commission except in cases where the information is mistakenly provided in the belief that the Commission has subject matter jurisdiction, in which case the information may be provided to the agency that does have jurisdiction.
4. The computerized records continue to be protected by multiple passwords. Only Commission staff and contractor employees with a need to know are granted access.
5. The new routine use is compatible with the purpose for which information is submitted, since submitters want to bring reports or complaints to the attention of the appropriate agency.
6. The applicable OMB control number is 3041-0029. The title is Product Related Injury Followup and the expiration date is May 31, 2000.

Narrative Statement

CPSC 5, Commissioners' Biographies (Revised)

1. This system of records is established to provide a convenient source of information to the press and others about Commissioners' backgrounds.
2. This system of records is maintained under authority of the Consumer Product Safety Act, which provides for an agency managed by Commissioners nominated by the President and confirmed by the Senate.
3. This system of records will not affect the privacy of individuals because it contains only information volunteered by the subjects for the purpose of having it widely disseminated.
4. Records are maintained in secure areas, but no attempt is made to limit access.
5. The routine use permits disclosure to anyone who makes a request, which is the purpose of collecting the information.

Narrative Statement

CPSC-6, Office of the Inspector General Investigative Files
(Revised)

1. This system of records is maintained for the purposes of conducting and documenting investigations conducted by the Office of the Inspector General.
2. This system of records is maintained under authority of the Inspector General Act of 1978, as amended, 5 U.S.C. App.
3. This system of records will have no more effect on the privacy of individuals than is necessary to carry out the functions of the Office of Inspector General.
4. Records are maintained in limited access areas during duty hours, and in safe-type file cabinets in locked offices at all other times.
5. The proposed new routine use is consistent with the requirements of the Debt Collection Act.

Narrative Statement

CPSC-7, Enforcement and Investigation Files (Revised)

1. This system of records was established to support the Commission's efforts to investigate and prosecute violators of the Commission's statutes or regulations.
2. This system of records is maintained under authority of various enumerated statutory provisions which authorize the Commission to enforce its laws and regulations by civil or criminal actions.
3. This system of records will not affect the privacy of individuals because the personal information in the system is primarily used within the Commission, with very limited disclosure outside the Commission.
4. Access to computer files is restricted to those with a particular need to know the information -- Commission attorneys, compliance officers, and supporting technical staff. Passwords are required to access the computer files. Paper records are kept in secure areas.
5. The only routine uses are for disclosure to an adjudicative body, opposing counsel, and the Department of Justice in connection with the conduct of litigation. These routine uses are clearly compatible with, and essential for, the purpose for which the data is collected.

Narrative Statement

CPSC-13, Personnel Data System (Revised)

1. This Privacy Act system of records continues to contain the Consumer Product Safety Commission's basic personnel and payroll records. The system of records is being revised to add references to the maintenance and use of records relating to the processing and collection of claims against employees and former employees.
2. The cited authority for the system is the same as before, except that an obsolete and seemingly irrelevant citation of the Economy Act has been replaced with a citation of the Commission's statutory authority to collect claims.
3. The revision will have no substantial effect on the privacy of individuals. Records relating to claims by the government against employees or former employees may be disclosed outside the government only in connection with the processing or collection of the claims.
4. The Commission will continue to protect the records in the system by storing paper records in lockable metal cabinets or in secured rooms and by using passwords to restrict access to computerized records. Information is released only to authorized officials on a need-to-know basis.
5. The modified routine use does not permit disclosure of claims-related records outside the federal government. The newly added routine use allows disclosure of claims-related records outside the government, but only in connection with the processing and collection of claims. This is consistent with the purposes for which such records are maintained.

Narrative Statement

CPSC-14, Corrective Actions and Sample Tracking System (Revised)

1. This system of records is used to manage the Commission's substantial product hazard correction activities
2. The authority for this system is section 15 of the Consumer Product Safety Act, 15 U.S.C. 2064, which authorizes the Commission to recall hazardous consumer products, and the implementing regulations at 16 CFR parts 1115 and 1118.
3. This system of records will not affect the privacy of individuals because the limited personal information in the system is used for internal agency management purposes.
4. Access to this information is restricted to employees in the Office of Compliance and compliance officers in the regional centers. Access is controlled by passwords.
5. There are no routine uses other than those prescribed by the Privacy Act itself.

Narrative Statement

CPSC-17, Commissioned Officers Personal Data File (Revised)

1. This system of records is used to review the qualifications of state officials for commissioning, or recommissioning, as officers of the Consumer Product Safety Commission.
2. The authority for this system is 15 U.S.C. 2078(a)(2), which provides for the commissioning of state or local government employees as officers of the Consumer Product Safety Commission.
3. This system of records will have minimal effect on the privacy of individuals. It contains only a subset of the information normally maintained on employees.
4. The records are stored in lockable file cabinets, or other file cabinets in secured rooms.
5. The proposed new routine is compatible with the purposes for which personnel-type data is normally maintained.

Narrative Statement

CPSC-19, Office of Hazard Analysis and Reduction Tracking System

1. This system of records is being established to manage the operations of the Consumer Product Safety Commission's Office of Hazard Analysis and Reduction, and to assist the Commission in complying with the Government Performance and Results Act of 1993.
2. The authority for this system is 15 U.S.C. 2051 et seq., the Consumer Product Safety Act, which requires the activities managed by the system, and 31 U.S.C. 1116, which requires the reports which the system is used to prepare.
3. This system of records will not affect the privacy of individuals because the limited personal information in the system is used for internal agency management purposes.
4. Access to this system of records is restricted to project managers and supervisors in the Office of Hazard Analysis and Reduction.
5. There are no routine uses other than those prescribed by the Privacy Act itself.

Narrative Statement

CPSC-21, Contractor Personnel Files

1. This system of records will support the Commission's outsourcing of certain housekeeping functions by helping determine the suitability of contractor employees for working onsite in the Commission's facilities.
2. The authority for the system is section 27(g) of the Consumer Product Safety Act, 15 U.S.C. 2076(g), which authorizes the Commission to employ contractors, and OMB Circular A-76, which encourages agencies to contract for commercial services where feasible and economical in lieu of performing the services with government personnel.
3. The system should have no substantial effect on the privacy of individuals. It is an internal management system with access limited to a small number of Commission employees.
4. The records are protected by storage in a safe-type combination lock file cabinet.
5. There are no routine uses for this system of records, other than those set forth in the Privacy Act itself.

Narrative Statement

CPSC-24, Respirator Program Medical Reports

1. This system of records is being established to contain the medical reports required for Commission employees who must use respirators in the course of their work.
2. The authority for this system is 29 CFR 1910.134(b)(10) which requires periodic medical evaluations of employees before they can be assigned to tasks requiring respirators.
3. This system of records will not affect the privacy of individuals because the limited personal information in the system is used for internal agency management purposes.
4. Access to this information is restricted to a few employees in the Directorate for Administration who have a need to know. Records are secured in a combination lock safe-type filing cabinet.
5. There are no routine uses other than those prescribed by the Privacy Act itself.