

BGFRS—10

System name. FRB—General Files on Board Members

System location.

Board of Governors of the Federal Reserve System
20th Street and Constitution Avenue, NW
Washington, DC 20551

Categories of individuals covered by the system. Past and present members of the Board.

Categories of records in the system. Biographies of past and present members of the Board, oaths of office, and miscellaneous correspondence relating to such members.

Authority for maintenance of the system. Sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248).

Purpose(s). These records are collected and maintained to confirm the composition of the Board, length of term, appointments, succession, and biographical details.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses. General routine uses A, C, D, G, I, and J apply to this system. Records may also be used for background information to determine qualifications for appointment and reappointment, for compiling information for news releases and other publications, and for recording correspondence concerning the governors.

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

Storage. Records are stored in paper and electronic form. Electronic records are stored in the Federal Reserve Integrated Records Management Architecture (FIRMA).

Retrievability. Records can be retrieved by name.

Access Controls. Access to records is limited to those whose official duties require it. Paper records are secured by lock and key and electronic records are password protected.

Retention and disposal. All records are permanent.

System manager and address.

Secretary of the Board
Office of the Secretary
Board of Governors of the Federal Reserve System
20th Street and Constitution Avenue, NW
Washington, DC 20551

Notification procedures. An individual desiring to learn of the existence of, or to gain access to, his or her record in this system of records shall submit a request in writing to the Secretary of the Board, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue, NW, Washington, DC 20551. The request should contain: (1) a statement that it is made pursuant to the Privacy Act of 1974, (2) the name of the system of records expected to contain the record requested or a concise description of such system of records, (3) necessary information to verify the identity of the requester, and (4) any other information that may assist in the rapid identification of the record for which access is being requested.

Record access procedures. Same as “Notification procedures” above.

Contesting record procedures. Same as “Notification procedures” above except that the envelope should be clearly marked “Privacy Act Amendment Request.” The request for amendment of a record should: (1) identify the system of records containing the record for which amendment is requested, (2) specify the portion of that record requested to be amended, and (3) describe the nature of and reasons for each requested amendment.

Record source categories. The information is provided by individual to whom the record pertains, his or her incoming correspondence, and staff response thereto.

Exemptions claimed for the system. Certain portions of this system of records may be exempted from 5 USC 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) of the Privacy Act pursuant to 5 USC 552a(k)(5).