

BGFRS—32

System name. FRB—Visitor Registration System

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. All visitors to the buildings and other locations owned or leased by the Board.

Categories of records in the system. This system contains information concerning individuals who wish to enter a building occupied by the Board. The following categories of records are maintained in this system: the individual's name; date of birth; Social Security number or passport number and country of issue; organization or agency; Board employee visited; purpose of visit; date and time of meeting or visit; e-mail address; and whether the individual has been denied access to the Board. In addition, information derived from law enforcement databases may be included in some paper records.

Authority for maintenance of the system. Sections 10 and 11 of the Federal Reserve Act (12 USC 243 and 248), and Executive Order 9397.

Purpose(s). The records are collected and maintained to permit the Board to provide for the security of its premises and the personnel in those premises by prescreening visitors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses. General routine uses A, B, C, D, G, I, and J apply to this system. Records are also used to disclose information to appropriate federal, state, local, or foreign agencies where disclosure is reasonably necessary to determine whether an individual intending to visit the Board poses a security risk.

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

Storage. Records are stored in paper and electronic form.

Retrievability. Records can be retrieved by name, Social Security number, passport number, date of birth, host name, organization, purposes of the visit, and date.

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 retained for two years after final entry to the Board or two years after date of document, as appropriate.

System manager and address.

Assistant Director
Management Division
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. Information is provided by the individual who wishes to enter the Board's premises, and, where appropriate, from law enforcement databases.

Exemptions claimed for this system. Certain portions of this system of records may be exempt from 5 USC 552a(c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f) of the Privacy Act pursuant to 5 USC 552a(k)(2).