

FTC-II-6

System name:

Discrimination Complaint System -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, D.C. 20580.

Categories of individuals covered by the system:

Individuals who, at the time the records are added to the system, are Commission employees and applicants for employment.

Categories of records in the system:

Complaints, affidavits, supporting documents, memoranda and notes relevant to precomplaint and complaint investigations and matters.

Authority for maintenance of the system:

Section 717 of Title VII of the Civil Rights Act of 1964, as amended, and 29 CFR part 1613.

Purpose(s):

To assist in the consideration given to reviews of potential or alleged violations of equal employment opportunity statutes and regulations and to maintain records on precomplaint and complaint matters relating to those issues.

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

In addition to the disclosures generally permitted under *5 U.S.C. 552a(b)*, and the disclosure provisions described in Appendix I of this notice, records or information in these records may be specifically disclosed pursuant to *5 U.S.C. 552a(b)(3)* as follows, provided that no routine use specified either herein or in Appendix I shall be construed to limit or waive any other routine use:

(1) Used to resolve issues related to alleged discrimination because of race, national origin, religion, sex, age, and physical or mental handicap related to equal employment opportunity

matters; and

(2) Used to make reports to Office of Management and Budget, Merit Systems Protection Board, and Equal Employment Opportunity Commission.

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

Storage:

Stored in letter-size file folders.

Retrievability:

Indexed by name of the complainant.

Safeguards:

Maintained in lockable cabinets and access restricted to Commission's EEO staff and parties concerned in any related proceeding.

Retention and disposal:

Records are retained indefinitely.

System manager and address:

Director, Equal Employment Opportunity Office, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; record access procedure; and contesting record procedure:

See Appendix II.

Record source categories:

Individual about whom the record is maintained, affiants, and EEO staff.