

FTC-V-2

System name:

Privacy Act Requests and Appeals -- FTC.

Security classification:

Not applicable.

System location:

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

Categories of individuals covered by the system:

Individuals filing requests for access to, correction of, or an accounting of disclosures of personal information contained in system of records maintained by the Commission, pursuant to the Privacy Act.

Categories of records in the system:

Letters to and from the requesting party and agency documents generated or collected during the consideration of the request.

Authority for maintenance of the system:

Federal Trade Commission Act; Privacy Act.

Purpose(s):

To consider requests for access to records under the Privacy Act; to determine the status of requested records; to respond to the requests; and to maintain records outlining the consideration given to the requests.

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)*, records and information in these records may be specifically disclosed pursuant to *5 U.S.C. 552a(b)(3)* as described in Appendix I of this notice, provided that no routine use specified therein shall be construed to limit or waive any other routine use.

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

Storage:

Stored in file folders.

Retrievability:

Indexed by name of requesting party.

Safeguards:

Maintained in lockable offices and in lockable cabinets. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal:

Records are maintained according to retention schedules of the National Archives and Records Administration.

System manager and address:

Supervisor, FOIA/PA and Correspondence Branch, Information Management & Dissemination Division, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Director, Division of Personnel, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Assistant General Counsel for Legal Counsel, 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 record is maintained and agency staff assigned to consider the request.

System exempted from certain provisions of the act:

Pursuant to 5 *U.S.C.* 552a(k)(2), records in this system, which reflect records that are contained in other systems of records that are designated as exempt, are exempt from the requirements of subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 *U.S.C.* 552a. See § 4.13(m) of the FTC Rules of Practice, 16 CFR 4.13(m).