

FTC-VI-1

System name:

Mailing Lists -- FTC.

Security classification:

Not applicable.

System location:

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

Regional Offices:

Atlanta Regional Office, 1718 Peachtree Street, NW., Room 1000, Atlanta, Georgia 30367.

Boston Regional Office, 10 Causeway Street, Room 1184, Boston, Massachusetts 02222-1073.

Chicago Regional Office, 55 East Monroe Street, Suite 1437, Chicago, Illinois 60603.

Cleveland Regional Office, 668 Euclid Avenue, Suite 520-A, Cleveland, Ohio 44114.

Dallas Regional Office, 100 N. Central Expressway, Suite 500, Dallas, Texas 75201.

Denver Regional Office, 1405 Curtis Street, Suite 2900, Denver, Colorado 80202-2393.

Los Angeles Regional Office, 11000 Wilshire Boulevard, Suite 13209, Los Angeles, California 90024.

New York Regional Office, 150 William Street, Suite 1300, New York, New York 10038.

San Francisco Regional Office, 901 Market Street, Suite 570, San Francisco, California 94103.

Seattle Regional Office, 2806 Federal Building, 915 Second Avenue, Seattle, Washington 98174.

Categories of individuals covered by the system:

Individuals who have indicated an interest in receiving FTC materials or who are participants in matters under consideration at the FTC.

Categories of records in the system:

Contains some or all of the following: name, title, company or organization, and mailing address.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To assist the Commission in the distribution of documents and information to individuals who request such materials and to individuals who are served official documents during the course of a Commission proceeding.

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 or 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 on magnetic disks and tapes.

Retrievability:

Indexed by individual's name.

Safeguards:

Access to records restricted by "user id" and password combination and limited to staff whose official duties require access.

Retention and disposal:

Records are retained until individual requests deletion or distribution of records from the associated matter is not anticipated.

System manager and address:

Supervisor, Information Management Branch, Information Management & Dissemination Division, 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:

Individuals requesting Commission documents and information and staff members involved in Commission proceedings.