

FTC-VII-2

System name:

Employee Locator System -- 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:

Current FTC employees.

Categories of records in the system:

Name, employee identification number, building code, office room number, office telephone, mail drop code, electronic mail user identification, and default printer designation.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To maintain records that will assist in locating and communicating with FTC employees; to identify mail locator listings used by mail room personnel; and to identify, in other Commission automated information systems, Commission staff names and locations.

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 produce the FTC Directory which is used by all agency personnel and made available to the public; and

(2) Used to provide employee locator information to the public. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All data stored on magnetic disks and tape; FTC Directory printed and distributed to staff and the public.

Retrievability:

Indexed by individual's name or employee identification number.

Safeguards:

Certain information is available to the public. Access to other information restricted to agency personnel whose responsibilities require access.

Retention and disposal:

Information is continuously updated; data is erased from the system after the individual is no longer employed by the Commission.

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:

Individual about whom the record is maintained; administrative officers.