

FTC-VII-3

System name:

Computer Systems User Identification -- 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 who, at the time the records are added to the system, are Commission employees and others with access to FTC computer systems.

Categories of records in the system:

Name; employee identification number; organization; systems to which individual has access; systems and services used; amount of time spent using each system; number of usage sessions; cost of some usage.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To monitor and control costs of usage of computer systems; to prepare budget requests for automated services; to identify the need for and to conduct training programs; to monitor security on computer systems; and to add and delete users.

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:

Automated records stored on magnetic disks and tape; paper records stored in lockable file cabinets.

Retrievability:

Indexed by individual's name; employee identification number; and organization code.

Safeguards:

Access to computerized records controlled by "user id" and password combination. Access to all records restricted to agency personnel whose responsibilities require access.

Retention and disposal:

Computer records are retained indefinitely; summary annual paper reports are retained indefinitely and other paper reports are retained for one year.

System manager and address:

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

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 record is maintained; internal and external information systems that record usage.