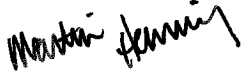


MEMORANDUM

TO: Board of Directors

FROM: Martin Henning 
Acting Chief Information Officer and
Chief Privacy Officer

DATE: September 24, 2013

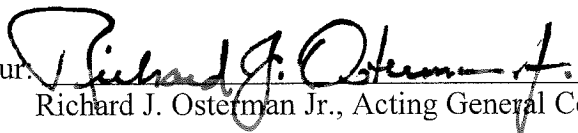
SUBJECT: Authorization to Publish Privacy Act
System of Records Notices in the *Federal Register*

I. Recommendation

This memorandum requests that the Board of Directors (Board) authorize publication of the attached *Federal Register* notice of the 2013 updated compilation of Privacy Act systems of records maintained by the FDIC. The publication will (1) alter ten existing systems of records; and (2) incorporate minor editorial and administrative changes to several other existing systems of records. Nothing in the altered system notices changes any FDIC authority for or supervision of the collection and maintenance of information subject to the Privacy Act, nor do the changes impact any individual's rights to access or to amend their records pursuant to the Privacy Act. The proposed system notices will become effective 45 days following publication in the *Federal Register*, unless comments are received that would require a revision necessitating return to the Board for approval.

For further information, contact: Christopher Farrow, Acting CISO, (703) 516-5507; Steven Lott, Privacy Program Manager, (703) 516-5505; Robert Knowles, Senior IT Specialist (703) 516-1332; or Gary Jackson, Counsel, FOIA and Privacy Act Group, (703) 562-2677.

Concur:


Richard J. Osterman Jr., Acting General Counsel

II. Discussion

The Privacy Act establishes the rules by which the FDIC may collect, maintain, and use personal information associated with an individual in conducting FDIC programs. A system of records is defined as any group of records under the control of a Federal Government agency from which personal information about individuals is retrieved by name or other unique personal identifier. To make record keeping practices transparent, the Privacy Act requires the FDIC to publish notice in the *Federal Register* describing each system of records that it maintains, including the purpose for the system, the intended use of the information in the system including any anticipated routine disclosures outside the FDIC, the safeguards used to prevent misuse of the information, and how individuals may exercise their rights under the Privacy Act to determine if the system contains information about them.

The Office of Management and Budget (OMB) Circular A-130, “Federal Agency Responsibilities for Maintaining Records About Individuals,” requires a biennial review of each system of records notice to ensure accuracy. The Office of the Chief Privacy Officer together with program managers from each division and office have completed the biennial review of the FDIC inventory of Privacy Act systems of records and identified the need to alter ten existing systems of records. In addition, minor editorial, corrective, and administrative changes have been made to several existing system notices necessitated by organizational changes within the FDIC, minor adjustments to various system elements, or in order to ensure the use of consistent language.

Alteration of Existing Systems of Records

The following ten existing FDIC system of record notices require substantive alterations to update the actual or proposed collection and use of the information in question to comply with the requirements of the Privacy Act.

The system entitled “Attorney and Legal Intern Applicant Records” (FDIC 30-64-0001) is managed by the Legal Division and used to maintain applications for the position of honors attorney or legal intern with the Legal Division of the FDIC. Substantive changes to the system notice have been made to the following sections: (1) the System Name reflects the new title: Honors Attorney and Legal Intern Applicant Records; and (2) the System Manager has been updated to add the Open Bank Regional Affairs Section of the Legal Division to provide more accurate contact information.

The system entitled "Employee Training Information Records" (FDIC 30-64-0007) is co-managed by Corporate University and the Office of Inspector General and used to maintain information regarding personnel training programs. Substantive changes to the system notice have been made to the following sections: (1) the System Name reflects the new title: FDIC Learning and Development Records; (2) the Categories of Records have been updated to include special career commissions as a new record type; and (3) the Purpose has been updated to include tracking special career commissions.

The system entitled "Corporate Applicant Recruiting, Evaluating and Electronic Referral Records" (FDIC 30-64-0011) is currently managed by the Division of Administration and used to maintain employment applications filed with the FDIC. Substantive changes to the system notice have been made to the following sections: (1) the System Location and System Manager have been updated to include the FDIC Office of Inspector General for employment applications involving the OIG; and (2) the Categories of Individuals has been updated to include applicants for employment by OIG.

The system entitled "Financial Information Management Records" (FDIC 30-64-0012) is co-managed by the Division of Finance and the Legal Division and used to manage and account for FDIC financial transactions. Substantive changes to the system notice have been made to update the Categories of Records to include the names and date of birth of employee dependents required to process claims for reimbursement of relocation expenses, and certification of medical or physical conditions associated with certain travel authorizations.

The system entitled "Insured Financial Institution Liquidation Records" (FDIC 30-64-0013) is managed by the Division of Resolutions and Receiverships and used to maintain information required to manage the receivership and conservatorship functions of the FDIC. Substantive changes to the system notice have been made to update the Policies and Practices for Retrieving Records by adding social security and loan numbers as methods for record retrieval.

The system entitled "Personnel Records" (FDIC 30-64-0015) is managed by the Division of Administration and used to manage FDIC personnel and benefits programs. Substantive changes to the system notice have been made to the following sections: (1) the System Location and System Manager have been updated to include the FDIC Office of Inspector General for records involving OIG personnel; and (2) the Categories of Records have been updated to add Equal Employment Opportunity (EEO) group information about FDIC employees.

The system entitled "Employee Medical and Health Assessment Records" (FDIC 30-64-0017) is managed by the Division of Administration and used to maintain medical evaluation, treatment, and claims information for FDIC personnel. Substantive changes to the system notice have been made to the following sections: (1) the System Location and System Manager have been updated to include the FDIC Office of Inspector General for records involving OIG personnel; (2) the Categories of Records have been updated to include the results of physical and other medical examinations of OIG personnel; and (3) the Purpose has been updated to include determining compliance with OIG policies.

The system entitled "Grievance Records" (FDIC 30-64-0018) is managed by the Division of Administration and used to manage records associated with the administrative grievance process for FDIC personnel. Substantive changes to the system notice have been made to the following sections: (1) the System Location and System Manager have been updated to include the FDIC Office of Inspector General for OIG personnel; and (2) the Categories of Records have been updated to include grievances filed by OIG personnel.

The system entitled "Office of Inspector General Inquiry Records" (FDIC 30-64-0034) is managed by the FDIC Office of Inspector General and used to manage correspondence and other communications addressed or directed to the OIG. A substantive change to the system notice has been made to update the Routine Uses by adding a new routine use (No. 15) for sharing records with a Federal agency responsible for considering a suspension or debarment action.

The system entitled "Identity, Credential and Access Management Records" (FDIC 30-64-0035) is managed by the Division of Administration and used to issue Personal Identity Verification cards and manage access to FDIC facilities. Substantive changes to the system notice have been made to update the Categories of Records to include passport and user access information.

Finally, several existing system notices have been updated with minor editorial and administrative changes that do not meet the threshold criteria established by the Office of Management and Budget for either a new or altered system of records.

In accordance with the provisions of the Privacy Act and the procedures in OMB Circular A-130, "Management of Federal Information Resources," (Appendix I), the proposed document for *Federal Register* publication is attached together with a Report of Altered Systems of Records and letters of transmittal to the Administrator of the Office of Information and

Regulatory Affairs of the U.S. Office of Management and Budget, the Chair and Ranking Member of the Committee on Homeland Security and Governmental Affairs of the U.S. Senate, and the Chair and Ranking Member of the Committee on Oversight and Government Reform of the U.S. House of Representatives.

III. Effective Date

The system notices will become effective 45 days following publication in the *Federal Register*, unless comments received point to the desirability of publishing a superseding notice.