

September , 2007

**MEMORANDUM TO:** Board of Directors

**FROM:** Michael E. Bartell  
Chief Privacy Officer

**SUBJECT:** Recommendation That the Board Approve Notice of  
New and Revised Privacy Act Systems of Records

I. Recommendation

This memorandum requests that the Board of Directors authorize publication of notice in the Federal Register of 26 new or revised Privacy Act systems of records maintained by the FDIC. Nothing in these new or revised system notices changes any FDIC authority 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 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.

For further information, contact: Ned Goldberg, Associate Director/CISO, (703) 516-1323; Steven Lott, Privacy Program Manager, (703) 516-5505; or Fredrick Fisch, Supervisory Counsel, FOIA & Privacy Act Group, (202) 898-6901.

Concur: \_\_\_\_\_  
Sara A. Kelsey, General Counsel

## II. Discussion

The Privacy Act (5 U.S.C. § 552a) requires the FDIC to inform the public of the existence of its systems of records that contain personal information and to manage those records in a way to ensure fairness to individuals in conducting FDIC programs. A system of records under the Privacy Act is "a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual." 5 U.S.C. § 552a(a)(5). To ensure that the public is adequately informed, the FDIC must periodically review the systems of records that it maintains and confirm the accuracy of the system notices published in the Federal Register.

The Office of the Chief Privacy Officer together with Program Managers from each division and office have reviewed the existing FDIC systems of records and determined that twenty-three systems should be revised. Most of the revisions to these existing systems of records reflect minor, technical amendments necessitated by organizational changes within the FDIC. The location of various systems and the FDIC divisions or offices responsible for the maintenance of various systems have been updated to reflect these changes. Also, minor revisions have been made to more accurately describe various system elements and to insure the use of consistent language wherever possible. A set of eight standardized routine uses has been adopted to provide greater consistency by eliminating the variations in language that had characterized the routine uses that were used previously in the system notices. Among these eight is a new routine use (#4) to permit disclosure of information in connection with the FDIC's response and remedial efforts in the event of a suspected or confirmed security breach of data maintained in a system of records. This new routine use will strengthen the FDIC's efforts to protect against identity theft by allowing for disclosure to those individuals affected by the

breach, as well as to others who are in a position to assist the FDIC's response efforts, either by assisting in notification to affected individuals or otherwise assisting in preventing, minimizing, or remedying harms from any breach. The expanded use of e-Government services and greater openness in government is encouraged by offering the option of the filing of electronic Privacy Act requests.

Three new system of records notices are proposed for new data technology systems managed by the Office of Legislative Affairs that collect, process, and store personal information. The first new system of records is designated as "Office of the Chairman Correspondence Records" (FDIC-30-64-0028). This system of records will be used to support the administration of correspondence addressed to the FDIC, Office of the Chairman. The second new system of records is designated as "Congressional Correspondence Records" (FDIC-30-64-0029). This system of records will be used to document and respond to constituent and other inquiries forwarded by Members of the U.S. Congress or Congressional staff. The third new system of records is designated as "Legislative Information Tracking System Records" (FDIC-30-64-0030). This system of records will be used to track Congressional inquiries and ensure that responses are made in a timely manner.

It should be noted that the Privacy Act provides a means of access to agency records similar to that of the Freedom of Information Act, and an individual's access request for his own records maintained in a system of records will be processed under both statutes. Consequently, any privileged or confidential information contained in a system of records—notably including the three new notices encompassing OLA and Chairman's Office records—may be withheld from release under both Privacy Act and FOIA exemptions or exclusions (such as for deliberative process, personal privacy and trade secrets).

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 New and 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 Government Reform and Oversight 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.

## FEDERAL DEPOSIT INSURANCE CORPORATION

Privacy Act of 1974, as Amended; System of Records

**AGENCY:** Federal Deposit Insurance Corporation

**ACTION:** Notice of New and Revised Systems of Records

---

**SUMMARY:** Pursuant to the provisions of the Privacy Act of 1974, as amended, 5 U.S.C. 552a(e)(4) and OMB Circular A-130, the Federal Deposit Insurance Corporation (“FDIC”) has conducted a review of its systems of records and is publishing this notice regarding its proposal to introduce three new systems of records, and revise twenty-three systems of records. We hereby publish this notice for comment on the proposed actions.

**DATES:** Comments on the proposed systems of records must be received on or before [insert date 30 days after publication of this notice in the Federal Register]. The proposed systems of records will become effective 45 days following publication in the Federal Register, unless a superseding notice to the contrary is published before that date.

**ADDRESSES:** You may submit written comments by any of the following methods:

- Agency web site: Located at [www.fdic.gov/regulations/laws/federal/propose.html](http://www.fdic.gov/regulations/laws/federal/propose.html). Follow instructions for submitting comments on this Web site.
- Email: Send to [comments@fdic.gov](mailto:comments@fdic.gov). Include “Notice of New and Revised FDIC Systems of Records” in the subject line.
- Mail: Send to Fredrick L. Fisch, Supervisory Counsel, Attention: Comments, FDIC System of Records, 550 17<sup>th</sup> Street, NW., Washington, DC 20429.

All submissions should refer to “Notice of New and Revised FDIC System of Records.” Comments may also be inspected and photocopied in the FDIC Public Information Center, 3501 North Fairfax Drive, Room E-1002, Arlington, Virginia 22226, between 9:00 a.m. and 5:00 p.m. (EST), Monday to Friday.

**FOR FURTHER INFORMATION CONTACT:** Fredrick L. Fisch, Supervisory Counsel, FOIA & Privacy Act Group, FDIC, 550 17<sup>th</sup> Street, NW, Washington, DC 20429, (202) 898-6901.

**SUPPLEMENTARY INFORMATION:** In accordance with the Privacy Act of 1974, as amended, the FDIC has conducted a review of its Privacy Act systems of records and has determined that it needs to introduce three new systems of records, and to revise twenty-three existing system of records notices. The FDIC previously published one or more of its existing system of records notices at various times. These publications may be viewed at the FDIC’s Privacy Act Web page: <http://www.fdic.gov/about/privacy/>.

The FDIC proposes to revise twenty-three existing system of records notices. There are four types of revisions: (1) generalized edits to make it easier to read and understand through consistent style, formatting, and manner of presentation; (2) minor, technical amendments necessitated by organizational changes within the FDIC; (3) minor revisions to clarify or more

accurately describe various system elements and to insure the use of consistent language wherever possible; and (4) elaboration of the FDIC's routine uses for consistency with other FDIC notices, or to fulfill new requirements for routine uses including responding to, preventing, minimizing, or remedying, harm that may result from a data breach or compromise.

The FDIC also proposes to add three new system of records notices to cover information maintained by new data technology systems that collect, process, or store personal information. The first new system of records is designated as FDIC-30-64-0028 (Office of the Chairman Correspondence Records). This system of records will be used to support the administration of correspondence addressed to the FDIC, Office of the Chairman. The second new system of records is designated as FDIC-30-64-0029 (Congressional Correspondence Records). This system of records will be used to document and respond to constituent and other inquiries forwarded by Members of the U.S. Congress or Congressional staff. The third new system of records is designated as FDIC-30-64-0030 (Legislative Information Tracking System Records). This system of records will be used to track Congressional inquiries and ensure that responses are made in a timely manner. More detailed information on the proposed new and revised systems of records may be viewed in the complete text below.

#### **INDEX OF FDIC PRIVACY ACT SYSTEMS OF RECORDS IN THIS PUBLICATION:**

FDIC 30-64-0001	Attorney and Legal Intern Applicant Records
FDIC 30-64-0002	Financial Institution Investigative and Enforcement Records
FDIC 30-64-0003	Administrative and Personnel Action Records
FDIC 30-64-0004	Changes in Financial Institution Control Ownership Records
FDIC 30-64-0005	Consumer Complaint and Inquiry Records
FDIC 30-64-0006	Employee Confidential Financial Disclosure Records
FDIC 30-64-0007	Employee Training Information Records
FDIC 30-64-0008	Chain Banking Organizations Identification Records
FDIC 30-64-0009	Safety and Security Incident Records
FDIC 30-64-0010	Investigative Files of the Office of Inspector General
FDIC 30-64-0011	Corporate Recruiting, Evaluating, and Electronic Referral System
FDIC 30-64-0012	Financial Information Management Records
FDIC 30-64-0013	Insured Financial Institution Liquidation Records
FDIC 30-64-0016	Professional Qualification Records for Municipal Securities Dealers, Municipal Securities Representatives and U.S. Government Securities Brokers/Dealers
FDIC 30-64-0017	Employee Medical and Health Assessment Records
FDIC 30-64-0018	Grievance Records
FDIC 30-64-0019	Potential Bidders List
FDIC 30-64-0020	Telephone Call Detail Records
FDIC 30-64-0021	Fitness Center Records
FDIC 30-64-0022	Freedom of Information Act and Privacy Act Request Records
FDIC 30-64-0023	Affordable Housing Program Records
FDIC 30-64-0024	Unclaimed Deposit Account Records
FDIC 30-64-0025	Beneficial Ownership Filings (Securities Exchange Act)
FDIC 30-64-0028	Office of the Chairman Correspondence Records
FDIC 30-64-0029	Congressional Correspondence Records
FDIC 30-64-0030	Legislative Information Tracking System Records

**FDIC-30-64-0001**

**SYSTEM NAME:** Attorney and Legal Intern Applicant Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Legal Division, FDIC, 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Applicants for the position of attorney or legal intern with the Legal Division of the FDIC.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains correspondence from the applicants and individuals whose names were provided by the applicants as references; applicants' resumes; application forms; and in some instances, comments of individuals who interviewed applicants; documents relating to an applicant's suitability or eligibility; writing samples; and copies of academic transcripts and class ranking.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSE:** The information in this system is used to evaluate the qualifications of individuals who apply for attorney or legal intern positions in the Legal Division.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to

- respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
  - (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
  - (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
  - (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
  - (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; and
  - (10) To individuals or concerns whose names were supplied by the applicant as references and/or past or present employers in requesting information about the applicant.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in paper format within individual file folders in file cabinets.

**Note:** In the future all or some portion of the records may be stored in electronic media. These records will be: stored on a secured computer server; password protected; and accessible only by authorized personnel.

**Retrievability:** Individual file folders are indexed and retrieved by name. Records of unsuccessful applicants are indexed first by job position category and year and then by name.

**Safeguards:** Records are maintained in lockable metal file cabinets accessible only by authorized personnel.

**Retention and Disposal:** Records of unsuccessful applicants are retained two years after their submission; records of successful applicants become a part of the Personnel Records system of records (FDIC 30-64-0015) and are retained two years after the applicant leaves the employ of the FDIC.

**SYSTEM MANAGER(S) AND ADDRESS:** Assistant General Counsel, Legal Division, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** The information is obtained from the applicants; references supplied by the applicants; current and/or former employers of the applicants; and FDIC employees who interviewed the applicants.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** Pursuant to 12 C.F.R. Part 310.13(b), investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for FDIC employment may be withheld from disclosure to the extent that disclosure of such material would reveal the identity of a source who furnished information to the FDIC under an express promise of confidentiality.

**FDIC-30-64-0002**

**SYSTEM NAME:** Financial Institution Investigative and Enforcement Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

(1) Individuals who participate or have participated in the conduct of or who are or were connected with financial institutions, such as directors, officers, employees, and customers, and who have been named in suspicious activity reports or administrative enforcement orders or agreements. Financial institutions include banks, savings and loan associations, credit unions, other similar institutions, and their affiliates whether or not federally insured and whether or not established or proposed.

(2) Individuals, such as directors, officers, employees, controlling shareholders, or persons who are the subject of background checks designed to uncover criminal activities bearing on the individual's fitness to be a director, officer, employee, or controlling shareholder.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains interagency or intra-agency correspondence or memoranda; criminal referral reports; suspicious activity reports; newspaper clippings; Federal, State, or local criminal law enforcement agency investigatory reports, indictments and/or arrest and conviction information; and administrative enforcement orders or agreements. Note: Certain records contained in this system (principally criminal investigation reports prepared by the Federal Bureau of Investigation, Secret Service, and other federal law enforcement agencies) are the property of federal law enforcement agencies. Upon receipt of a request for such records, the FDIC will notify the proprietary agency of the request and seek guidance with respect to disposition. The FDIC may forward the request to that agency for processing in accordance with that agency's regulations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 5, 6, 7, 8, 9, 18, and 19 of the Federal Deposit Insurance Act (12 U.S.C. 1815, 1816, 1817, 1818, 1819, 1828, 1829).

**PURPOSE:** The information is maintained to support the FDIC's regulatory and supervisory functions by providing a centralized system of information (1) for conducting and documenting investigations by the FDIC or other financial supervisory or law enforcement agencies regarding conduct within financial institutions by directors, officers, employees, and customers, which may result in the filing of suspicious activity reports or criminal referrals, referrals to the FDIC Office of the Inspector General, or the initiation of administrative enforcement actions; and (2) to identify whether an individual is fit to serve as a financial institution director, officer, employee or controlling shareholder.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those

disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (10) To a financial institution affected by enforcement activities or reported criminal activities;
- (11) To the Internal Revenue Service and appropriate State and local taxing authorities;
- (12) To other Federal, State or foreign financial institutions supervisory or regulatory authorities; and
- (13) To the Department of the Treasury, federal debt collection centers, other appropriate federal agencies, and private collection contractors or other third Parties authorized by law, for the purpose of collecting or assisting in the collection of delinquent debts owed to the FDIC. Disclosure of information contained in these records will be limited to the

individual's name, Social Security number, and other information necessary to establish the identity of the individual, and the existence, validity, amount, status and history of the debt.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name of the individual.

**Safeguards:** Electronic files are password protected and accessible only by authorized persons. File folders are maintained in lockable metal file cabinets.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGERS AND ADDRESS:** Director, Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:** See "Notification Procedure" above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Financial institutions; financial institution supervisory or regulatory authorities; newspapers or other public records; witnesses; current or former FDIC employees; criminal law enforcement and prosecuting authorities.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** Portions of the records in this system of records were compiled for law enforcement purposes and are exempt from disclosure under 12 C.F.R. Part 310.13 and 5 U.S.C. 552a(k)(2). Federal criminal law enforcement investigatory

reports maintained as part of this system may be the subject of exemptions imposed by the originating agency pursuant to 5 U.S.C. 552a(j)(2).

**FDIC-30-64-0003**

**SYSTEM NAME:** Administrative and Personnel Action Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Legal Division, Executive Secretary Section, FDIC, 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who have been the subject of administrative actions or personnel actions by the FDIC Board of Directors or by standing committees of the FDIC and individuals who have been the subject of administrative actions by FDIC officials under delegated authority.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Minutes of the meetings of the FDIC Board of Directors or standing committees and orders of the Board of Directors, standing committees, or other officials as well as annotations of entries into the minutes and orders.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 8, 9, and 19 of the Federal Deposit Insurance Act (12 U.S.C. 1818, 1819, 1829).

**PURPOSE:** The system is maintained to record the administrative and personnel actions taken by the FDIC Board of Directors, standing committees, or other officials.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to

- respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
  - (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
  - (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
  - (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
  - (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; and
  - (10) To the U.S. Office of Personnel Management, General Accounting Office, the Office of Government Ethics, the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, or the Federal Labor Relations Authority or its General Counsel of records or portions thereof determined to be relevant and necessary to carrying out their authorized functions, including but not limited to a request made in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or issuance of a grant, license, or other benefit by the requesting agency, but only to the extent that the information disclosed is necessary and relevant to the requesting agency's decision on the matter.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media, microfilm, paper format within individual file folders, minute book ledgers and index cards.

**Retrievability:** Records are indexed and retrieved by name.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper format, index cards, and minute book ledgers are stored in lockable metal file cabinets or vault accessible only by authorized personnel. A security copy of certain microfilmed portions of the records is retained at another location.

**Retention and Disposal:** Permanent.

**SYSTEM MANAGER(S) AND ADDRESS:** Legal Division, Executive Secretary Section, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance

with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Intra-agency records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0004**

**SYSTEM NAME:** Changes in Financial Institution Control Ownership Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

- (1) Individuals who acquired or disposed of voting stock in an FDIC-insured financial institution resulting in a change of financial institution control or ownership; and
- (2) Individuals who filed or are included as a member of a group listed in a "Notice of Acquisition of Control" of an FDIC-insured financial institution. Note: The information is maintained only for the period 1989 to 1995. Commencing in 1996 the records were no longer collected nor maintained on an individual name or personal identifier basis and are not retrievable by individual name or personal identifier. Beginning in 1996, information concerning changes in financial institution control is collected and maintained based upon the name of the FDIC-insured financial institution or specialized number assigned to the FDIC-insured financial institution.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Records include the name of proposed acquirer; statement of assets and liabilities of acquirer; statement of income and sources of income for each acquirer; statement of liabilities for each acquirer; name and location of the financial institution; number of shares to be acquired and outstanding; date "Change in Control Notice" or "Notice of Acquisition of Control" was filed; name and location of the newspaper in which the notice was published and date of publication. For consummated transactions, names of sellers/transferees; names of purchasers/transferees and number of shares owned after transaction; date of transaction on institution's books, number of shares acquired and outstanding. If stock of a holding company is involved, the name and location of the holding company and the institution(s) it controls.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 7(j) of the Federal Deposit Insurance Act (12 U.S.C. 1817(j)).

**PURPOSE:** The system maintains information on individuals involved in changes of control of FDIC-insured financial institutions for the period 1989 to 1995 and is used to support the FDIC's regulatory and supervisory functions.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; and
- (10) To other Federal or State financial institution supervisory authorities.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Records for the period 1989 to 1995 are indexed and retrieved by name of the individual.

**Safeguards:** Electronic files are password protected and accessible only by authorized persons. File folders are maintained in lockable metal file cabinets.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Persons who acquired control of an FDIC-insured financial institution; the insured financial institution or holding company in which control changed; filed “Change in Control Notice” form and “Notice of Acquisition of Control” form during the period 1989 to 1995; federal and state financial institution supervisory authorities.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0005**

**SYSTEM NAME:** Consumer Complaint and Inquiry Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429, and FDIC regional offices for complaints or inquiries originating within or involving an FDIC-insured depository institution located in an FDIC region. (See Appendix A for a list of the FDIC regional offices and their addresses.)

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who have submitted complaints or inquiries concerning activities or practices of FDIC-insured depository institutions.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains correspondence and records of other communications between the FDIC and the individual submitting a complaint or making an inquiry, including copies of supporting documents and contact information supplied by the individual. May contain correspondence between the FDIC and the FDIC-insured depository institution in question and/or intra-agency or inter-agency memoranda or correspondence concerning the complaint or inquiry.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819) and Section 202(f) of Title II of the Federal Trade Improvement Act (15 U.S.C. 57a(f)).

**PURPOSE:** The system maintains correspondence from individuals regarding complaints or inquiries concerning activities or practices of FDIC-insured depository institutions. The information is used to identify concerns of individuals, to manage correspondence received from individuals and to accurately respond to complaints, inquiries, views and concerns expressed by individuals. The information in this system supports the FDIC regulatory and supervisory functions.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is

- a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
  - (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
  - (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
  - (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
  - (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
  - (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
  - (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
  - (10) To the insured depository institution which is the subject of the complaint or inquiry when necessary to investigate or resolve the complaint or inquiry;
  - (11) To authorized third-party sources during the course of the investigation in order to resolve the complaint or inquiry. Information that may be disclosed under this routine use is limited to the name of the complainant or inquirer and the nature of the complaint or inquiry and such additional information necessary to investigate the complaint or inquiry; and
  - (12) To the Federal or State supervisory/regulatory authority that has direct supervision over the insured depository institution that is the subject of the complaint or inquiry.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Electronic media and paper format are indexed and retrieved by unique identification number which may be cross referenced to the name of complainant or inquirer.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper format files are maintained in lockable metal file cabinets accessible only to authorized personnel.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Associate Director, Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429, or the Regional Director, Division of Supervision and Consumer Protection for records maintained in FDIC regional offices (See Appendix A for the location of FDIC Regional Offices).

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** The information is obtained from the individual on whom the record is maintained; FDIC-insured depository institutions that are the subject of the complaint; the appropriate agency, whether Federal or State, with supervisory authority over the institution; congressional offices that may initiate the inquiry; and other parties providing information to the FDIC in an attempt to resolve the complaint or inquiry.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0006**

**SYSTEM NAME:** Employee Confidential Financial Disclosure Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Records are located in component divisions, offices and regional offices to which individuals covered by the system are assigned. Duplicate copies of the records are located in the Legal Division, Executive Secretary Section, Ethics Unit, FDIC, 550 17th Street, NW, Washington, DC 20429. (See Appendix A for a list of the FDIC regional offices and their addresses).

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current and former officers and employees, and special government employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains statements of personal and family financial holdings and other interests in business enterprises and real property; listings of creditors and outside employment; opinions and determinations of ethics counselors; information related to conflict of interest determinations; and information contained on the following forms:

- (1) Confidential Financial Disclosure Report--contains listing of personal and family investment holdings, interests in business enterprises and real property, creditors, and outside employment.
- (2) Confidential Report of Indebtedness--contains information on extensions of credit to employees, including loans and credit cards, by FDIC-insured depository institutions or their subsidiaries; may also contain memoranda and correspondence relating to requests for approval of certain loans extended by insured financial institutions or subsidiaries thereof.
- (3) Confidential Report of Interest in FDIC-Insured Depository Institution Securities--contains a brief description of an employee's direct or indirect interest in the securities of an FDIC-insured depository institution or affiliate, including a depository institution holding company, and the date and manner of acquisition or divestiture; a brief description of an employee's direct or indirect continuing financial interest through a pension or retirement plan, trust or other arrangement, including arrangements resulting from any current or prior employment or business association, with any FDIC-insured depository institution, affiliate, or depository institution holding company; and a certification acknowledging that the employee has read and understands the rules governing the ownership of securities in FDIC-insured depository institutions.
- (4) Employee Certification and Acknowledgment of Standards of Conduct Regulation--contains employee's certification and acknowledgment that he or she has received a copy of the Standards of Ethical Conduct for Employees of the FDIC.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Ethics in Government Act of 1978 (5 U.S.C. 7301 and App.); Section 9 and 12(f) of the Federal Deposit Insurance Act (12 U.S.C. 1819(a), 1822(f)); 26 U.S.C. 1043; Executive Order Nos. 12674 (as modified by 12731), 12565, and 11222; 5 C.F.R. Part 2634, 2635, and 3201.

**PURPOSE:** The records are maintained to assure compliance with the standards of conduct for Government employees contained in the Executive Orders, Federal Statutes and FDIC regulations and to determine if a conflict of interest exists between employment of individuals by the FDIC and their personal employment and financial interests.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections; and
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name of individual. Electronic media and paper format do not index the names of prospective employees who are not selected for employment.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper format copies are maintained in lockable file cabinets.

**Retention and Disposal:** Records concerning prospective employees who are not selected for employment are retained for one year and then destroyed, except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. All other records are retained for six years and then destroyed. Entries maintained in electronic media are deleted, except that paper format documents and electronic media entries needed in an ongoing investigation will be retained until no longer needed for the investigation. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Ethics Program Manager, Executive Secretary Section, Legal Division, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** The information is obtained from the individual or a person or entity designated by the individual; FDIC employees designated as Ethics Counselors or Deputy Ethics Counselors; other employees or individuals to whom the FDIC has provided information in connection with evaluating the records maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0007**

**SYSTEM NAME:** Employee Training Information Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** FDIC Corporate University, 3501 North Fairfax Drive, Arlington, VA 22226, and FDIC Office of Inspector General, 3501 North Fairfax Drive, Arlington, VA 22226.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** All current and former employees and any non-FDIC employees that have attended training conducted or sponsored by the FDIC.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains the training history of an individual while employed by the FDIC. Records may include schedule of employee's training classes and other educational programs attended, dates of attendance, tuition fees and expenses. The system used by the Office of Inspector General may also contain employee certifications on training attended, employee certifications or other information on educational degrees or professional memberships and other similar information. The Corporate University system does not record or track educational degrees, professional memberships, or similar information, and it is not used by the FDIC to confirm continuing education requirements of employees.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819); Sections 4(b) and 6(e) of the Inspector General Act of 1978, at amended (5 U.S.C. app).

**PURPOSE:** The system is used to record and manage comprehensive training information that is available to employees, training administrators, and management. The system is also used to schedule training events, enroll students, and launch online training. The system is utilized for reporting purposes and to maintain records for applicable continuing education requirements.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;

- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (10) To educational institutions for purposes of enrollment and verification of employee attendance and performance;
- (11) To vendors, professional licensing boards or other appropriate third parties, for the purpose of verification, confirmation, and substantiation of training or licensing requirements;
- (12) To the U.S. Office of Personnel Management for purposes of tracking and analyzing training and related information of FDIC employees; and
- (13) To other Federal Offices of Inspector General or other entities for purposes of conducting quality assessments or peer reviews of the OIG or any of its components.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Electronic media are accessible by FDIC Employee ID number or name. A small number of archived historical records are accessible only by social security

number, with no associated name recorded. File folders are indexed and retrieved by name of individual.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper records within individual file folders are maintained in lockable metal file cabinets accessible only by authorized personnel.

**Retention and Disposal:** Permanent retention.

**SYSTEM MANAGER(S) AND ADDRESSES:** Assistant Chief Learning Officer, Corporate University, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226; Deputy Assistant Inspector General for Management, Office of Inspector General, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** The information is obtained from the employee about whom the record is maintained; training administrators; and the training facility or institution attended.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0008**

**SYSTEM NAME:** Chain Banking Organizations Identification Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429, and FDIC regional offices. (See Appendix A for a list of the FDIC regional offices and their addresses.)

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who directly, indirectly, or in concert with others, own or control two or more insured depository institutions.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains the names of and contact information for individuals who, either alone or in concert with others, own or control two or more insured depository institutions as well as the insured depository institutions names, locations, stock certificate numbers, total asset size, and percentage of outstanding stock owned by the controlling individual or group of individuals; charter types and, if applicable, name of intermediate holding entity and percentage of holding company held by controlling individual or group.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 7(j) and 9 of the Federal Deposit Insurance Act (12 U.S.C. 1817(j), 1819).

**PURPOSE:** This system identifies and maintains information of possible linked FDIC-insured depository institutions or holding companies which, due to their common ownership, present a concentration of resources that could be susceptible to common risks. The information in this system is used to support the FDIC's regulatory and supervisory functions.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;

- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; and
- (10) To other Federal or State financial institution supervisory authorities for: (a) coordination of examining resources when the chain banking organization is composed of insured depository institutions subject to multiple supervisory jurisdictions; (b) coordination of evaluations and analysis of the condition of the consolidated chain organization; and (c) coordination of supervisory, corrective or enforcement actions.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media.

**Retrievability:** Indexed and retrieved by name of controlling individual(s) or assigned identification number.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel.

**Retention and Disposal:** Records are maintained in electronic media. Certain records are archived in off-line storage and all records are periodically updated to reflect changes. These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Examination reports and related materials; regulatory filings; and Change in Financial Institution Control Notices filed pursuant to 12 U.S.C. 1817(j).

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0009**

**SYSTEM NAME:** Safety and Security Incident Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** FDIC, Division of Administration, 550 17th Street, NW, Washington, DC 20429, and the FDIC regional or area offices. (See Appendix A for a list of the FDIC regional offices and their addresses.)

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** To the extent not covered by any other system, this system covers current and past FDIC employees, contractors, volunteers, visitors, and others involved in the investigation of accidents, injuries, criminal conduct, and related civil matters involving the FDIC.

**CATEGORIES OF RECORDS IN THE SYSTEM:** This system contains investigative reports, correspondence and other communications that may include, without limitation, name, home and office address and phone numbers, physical characteristics, and vehicle information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSE(S):** This system of records is used to support the administration and maintenance of a safety and security incident investigation, tracking and reporting system involving FDIC facilities, property, personnel, contractors, volunteers, or visitors.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs

that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;

- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government; and
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name, date, or case number.

**Safeguards:** Electronic records are password-protected and accessible only by authorized personnel. Paper records are maintained in lockable metal file cabinets accessible only to authorized personnel.

**Retention and Disposal:** Paper records and electronic media are retained for five years after their creation in accordance with the FDIC Records Retention and Disposition Schedule. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Associate Director, Division of Administration, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:** See "Notification Procedure" above. Individuals wishing to contest or amend information maintained in this system of records should specify the

information being contested, their reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** The sources of records in this category include current FDIC employees, contractors, members of the public, witnesses, law enforcement officials, medical providers, and other parties providing information to the FDIC to facilitate an inquiry or resolve the complaint.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** Certain records contained within this system of records may be exempted from certain provisions of the Privacy Act (5 U.S.C. 552a) pursuant to 5 U.S.C. 552a(c)(3), (d)(5), (e)(1), (e)(4)(G), (H), and (I), (f) and (k).

**FDIC-30-64-0010**

**SYSTEM NAME:** Investigative Files of the Office of Inspector General.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** FDIC Office of Inspector General (OIG), 3501 North Fairfax Drive, Arlington, VA 22226. In addition, records are maintained in OIG field offices. OIG field office locations can be obtained by contacting the Assistant Inspector General for Investigations at said address.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current and former FDIC employees and individuals involved in or associated with FDIC programs and operations including contractors, subcontractors, vendors and other individuals associated with investigative inquiries and investigative cases, including, but not limited to, witnesses, complainants, suspects and those contacting the OIG Hotline.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Investigative files, including memoranda, computer-generated background information, correspondence, electronic case management and tracking files, reports of investigations with related exhibits, statements, affidavits, records or other pertinent documents, reports from or to other law enforcement bodies, pertaining to violations or potential violations of criminal laws, fraud, waste, and abuse with respect to administration of FDIC programs and operations, and violations of employee and contractor Standards of Conduct as set forth in section 12(f) of the Federal Deposit Insurance Act (12 U.S.C. 1822(f)), 12 C.F.R. Parts 336, 366, and 5 C.F.R. Parts 2634, 2635, and 3201. Records in this system may contain personally identifiable information such as names, social security numbers, dates of birth and addresses.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819); the Inspector General Act of 1978, as amended (5 U.S.C. app.).

**PURPOSE:** Pursuant to the Inspector General Act, the system is maintained for the purposes of (1) conducting and documenting investigations by the OIG or other investigative agencies regarding FDIC programs and operations in order to determine whether employees or other individuals have been or are engaging in waste, fraud and abuse with respect to the FDIC's programs or operations and reporting the results of investigations to other Federal agencies, other public authorities or professional organizations which have the authority to bring criminal or civil or administrative actions, or to impose other disciplinary sanctions; (2) documenting the outcome of OIG investigations; (3) maintaining a record of the activities which were the subject of investigations; (4) reporting investigative findings to other FDIC components or divisions for their use in operating and evaluating their programs or operations, and in the imposition of civil or administrative sanctions; and (5) acting as a repository and source for information necessary to fulfill the reporting requirements of the Inspector General Act or those of other federal instrumentalities.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** In addition to those

disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To the appropriate Federal, State, local, foreign or international agency or authority responsible for investigating or prosecuting a violation of or for enforcing or implementing a statute, rule, regulation, or order, when the record, either by itself or in combination with other information, indicates a violation or potential violation of law, or contract, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, alternative dispute resolution mediator or administrative tribunal in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings when the FDIC or OIG is a party to the proceeding or has a significant interest in the proceeding and the information is determined to be relevant and necessary;
- (3) To the FDIC's or another Federal agency's legal representative, including the U.S. Department of Justice or other retained counsel, when the FDIC, OIG or any employee thereof is a party to litigation or administrative proceeding or has a significant interest in the litigation or proceeding;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To a grand jury agent pursuant either to a Federal or State grand jury subpoena or to a prosecution request that such record be released for the purpose of its introduction to a grand jury;
- (6) To the subjects of an investigation and their representatives during the course of an investigation and to any other person or entity that has or may have information relevant or pertinent to the investigation to the extent necessary to assist in the conduct of the investigation;
- (7) To third-party sources during the course of an investigation only such information as determined to be necessary and pertinent to the investigation in order to obtain information or assistance relating to an audit, trial, hearing, or any other authorized activity of the OIG;
- (8) To a congressional office in response to a written inquiry made by the congressional office at the request of the individual to whom the records pertain;
- (9) To a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary for the FDIC to obtain information concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit;

- (10) To a Federal agency responsible for considering suspension or debarment action where such record is determined to be necessary and relevant;
- (11) To a consultant, person or entity who contracts or subcontracts with the FDIC or OIG, to the extent necessary for the performance of the contract or subcontract. The recipient of the records shall be required to comply with the requirements of the Privacy Act of 1974, as amended (5 U.S.C. 552a);
- (12) To a governmental, public or professional or self-regulatory licensing organization when such record indicates, either by itself or in combination with other information, a violation or potential violation of professional standards, or reflects on the moral, educational, or professional qualifications of an individual who is licensed or who is seeking to become licensed;
- (13) To the U.S. Office of Personnel Management, Government Accountability Office, Office of Government Ethics, Merit Systems Protection Board, Office of Special Counsel, Equal Employment Opportunity Commission, Department of Justice, Office of Management and Budget or the Federal Labor Relations Authority of records or portions thereof determined to be relevant and necessary to carrying out their authorized functions, including but not limited to a request made in connection with hiring or retaining an employee, rendering advice requested by OIG, issuing a security clearance, reporting an investigation of an employee, reporting an investigation of prohibited personnel practices, letting a contract or issuing a grant, license, or other benefit by the requesting agency, but only to the extent that the information disclosed is necessary and relevant to the requesting agency's decision on the matter;
- (14) To the Department of the Treasury, federal debt collection centers, other appropriate federal agencies, and private collection contractors or other third parties authorized by law, for the purpose of collecting or assisting in the collection of delinquent debts owed to the FDIC or to obtain information in the course of an investigation (to the extent permitted by law). Disclosure of information contained in these records will be limited to the individual's name, Social Security number, and other information necessary to establish the identity of the individual, and the existence, validity, amount, status and history of the debt; and
- (15) To other Federal Offices of Inspector General or other entities for the purpose of conducting quality assessments or peer reviews of the OIG, or its investigative components, or for statistical purposes.

Note: In addition to the foregoing, a record which is contained in this system and derived from another FDIC system of records may be disclosed as a routine use as specified in the published notice of the system of records from which the record is derived.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name of individual, unique investigation number assigned, referral number, social security number, or investigative subject matter.

**Safeguards:** The electronic system files are accessible only by authorized personnel and are safeguarded with user passwords and authentication, network/database permission, and software controls. File folders are maintained in lockable metal file cabinets and lockable offices accessible only by authorized personnel.

**Retention and Disposal:** Data maintained in file folders is retained for ten years and then destroyed by shredding. The retention period for electronic system data is ten years. However, the manner of disposing of electronic system records has not been determined. This determination will depend on expected future guidance from legislation or from the National Archives and Records Administration. Until that determination is made, electronic system records may be retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:** Deputy Assistant Inspector General for Investigations, FDIC Office of Inspector General, 3501 North Fairfax Drive, Arlington, VA 22226.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity. **Note:** This system contains records that are exempt under 5 U.S.C. 552a(j)(2), (k)(2) and (k)(5). See “Exemptions Claimed for the System” below.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310. **Note:** This system contains records that are exempt under 5 U.S.C. 552a(j)(2), (k)(2) and (k)(5). See “Exemptions Claimed for the System” below.

**RECORD SOURCE CATEGORIES:** Current and former employees of the FDIC, other government employees, private individuals, vendors, contractors, subcontractors, witnesses and informants.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** This system of records, to the extent that it consists of information compiled for the purpose of criminal investigations, has been exempted from the requirements of subsections (c)(3) and (4); (d); (e)(1), (2) and (3); (e)(4)(G) and (H); (e)(5); (e)(8); (e)(12); (f); (g); and (h) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2). In

addition, this system of records, to the extent that it consists of investigatory material compiled: (A) for other law enforcement purposes (except where an individual has been denied any right, privilege, or benefit for which he or she would otherwise be entitled to or eligible for under Federal law, so long as the disclosure of such information would not reveal the identity of a source who furnished information to the FDIC under an express promise that his or her identity would be kept confidential); or (B) solely for purposes of determining suitability, eligibility, or qualifications for Federal civilian employment or Federal contracts, the release of which would reveal the identity of a source who furnished information to the FDIC on a confidential basis, has been exempted from the requirements of subsections (c)(3); (d); (e)(1); (e)(4)(G) and (H); and (f) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(2) and (k)(5), respectively.

**FDIC-30-64-0011**

**SYSTEM NAME:** Corporate Recruiting, Evaluating and Electronic Referral System.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Human Resources Branch, Division of Administration, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals filing applications for employment with the FDIC in response to advertised position vacancy announcements.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Position vacancy announcement information such as position title, series and grade level(s), office and duty location, opening and closing date of the announcement, and dates of referral and return of lists of qualified candidates; applicant personal data such as name, address, other contact information, social security number, sex, veterans' preference and federal competitive status; and applicant qualification and processing information such as qualifications, grade level eligibility, reason for ineligibility, referral status, and dates of notification.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819); 5 U.S.C. 1104.

**PURPOSE:** The records are collected and maintained to monitor and track individuals filing employment applications with the FDIC and to assess recruiting goals and objectives.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft

or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;

- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government; and
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media.

**Retrievability:** Indexed and retrieved by name and social security number of individual applicant.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Network servers are located in a locked room with physical access limited to only authorized personnel.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules.

Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Assistant Director, Information Systems and Services Section, Human Resources Branch, Division of Administration, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information originates from position vacancy announcements, applications for employment submitted by individuals, and the applicant qualification and processing system.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0012**

**SYSTEM NAME:** Financial Information Management Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Finance, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226. Records concerning garnishments, attachments, wage assignments and related records concerning FDIC employees are located with the General Counsel, Legal Division, FDIC, 550 17th Street NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current and former employees, current and former vendors and contractors providing goods and/or services to the FDIC, current and former FDIC customers, and individuals who were depositors or claimants of failed financial institutions for which the FDIC was appointed receiver. Note: Only records reflecting personal information are subject to the Privacy Act. This system also contains records concerning failed financial institution receiverships, corporations, other business entities, and organizations whose records are not subject to the Privacy Act.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains (1) employee payroll, benefit, and disbursement-related records; (2) contractor and vendor invoices and other accounts payable records; (3) customer records related to accounts receivables; (4) payment records for individuals who were depositors or claimants of failed financial institutions for which the FDIC was appointed receiver; and (5) accounting and financial management records. The payroll and/or disbursement records include employees' mailing addresses and home addresses; financial institution account information; social security number and unique employee identification number; rate and amount of pay; tax exemptions; tax deductions for employee payments; and corporate payments information for tax reporting. Records relating to employee claims for reimbursement of official travel expenses include travel authorizations, vouchers showing amounts claimed, exceptions taken as a result of audit, and amounts paid. Other records maintained on employees include reimbursement claims for relocation expenses consisting of authorizations, advances, vouchers of amounts claimed and amounts paid; reimbursement for educational expenses or professional membership dues and licensing fees; awards, bonuses, and buyout payments; Life-Cycle and other reimbursements/payments; advances or other funds owed to the FDIC; and garnishments, attachments, wage assignments or related records. Copies of receipts/invoices provided to the FDIC for reimbursement from employees may contain credit card or other identifying account information. Records on individuals who are not employees of the FDIC consist of all documents relating to the purchase of goods and/or services from those individuals including contractual documents, vendor addresses and financial institution account information, vendor invoice statements; amounts paid, and vendor tax identification number. Copies of documentation supporting vendor invoice statements may contain identifying data, such as account number. Customer information is also captured as necessary for the collection of accounts receivable. Payment records for individuals who were depositors or claimants of failed financial institutions for which the FDIC was appointed receiver include name, address, and payment amount; tax id numbers or social security numbers are also included for depositors or

claimants when an informational tax return must be filed. The records also include general ledger and detailed trial balances and supporting data.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 9 and 10(a) of the Federal Deposit Insurance Act (12 U.S.C. 1819 and 1820(a)).

**PURPOSE:** The records are maintained for the FDIC and the failed financial institution receiverships managed by the FDIC. The records are used to manage and account for financial transactions and financial activities of the FDIC. The records and associated databases and subsystems provide a data source for the production of reports and documentation for internal and external management reporting associated with the financial operations of the FDIC.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;

- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (10) To auditors employed by the U.S. Government Accountability Office;
- (11) To the Internal Revenue Service and appropriate State and local taxing authorities;
- (12) To vendors, carriers, or other appropriate third parties by the FDIC Office of Inspector General for the purpose of verification, confirmation, or substantiation during the performance of audits or investigations; and
- (13) To the Department of the Treasury, federal debt collection centers, other appropriate federal agencies, and private collection contractors or other third parties authorized by law, for the purpose of collecting or assisting in the collection of delinquent debts owed to the FDIC. Disclosure of information contained in these records will be limited to the individual's name, Social Security number, and other information necessary to establish the identity of the individual, and the existence, validity, amount, status and history of the debt.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and paper format in file folders.

**Retrievability:** Electronic media are indexed and retrievable by social security number or specialized identifying number; paper format records are generally indexed and retrieved by name

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper format records are maintained in secure areas.

**Retention and Disposal:** Financial records are retained by the FDIC for ten years in electronic format and then transferred to the Federal Records Center or destroyed.

Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Finance, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226. For records about FDIC employees concerning garnishments, attachments, wage assignments and related records, the system manager is the General Counsel, Legal Division, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance

with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** The information is obtained from the individual upon whom the record is maintained; other government agencies; contractors; or from another FDIC office maintaining the records in the performance of their duties. Where an employee is subject to a tax lien, a bankruptcy, an attachment, or a wage garnishment, information also is obtained from the appropriate taxing or judicial authority.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0013**

**SYSTEM NAME:** Insured Financial Institution Liquidation Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Resolutions and Receiverships, FDIC, 550 17th Street, NW, Washington, DC 20429; and Field Operations Branch, Division of Resolutions and Receiverships, FDIC, 1910 Pacific Avenue, Dallas, Texas 75201.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who were obligors or obligees of FDIC-insured financial institutions for which the FDIC was appointed receiver or liquidator of FDIC-insured financial institutions that were provided assistance by the FDIC and the FDIC is acting as liquidator, receiver or conservator of certain of the financial institution's assets. Note: Only records reflecting personal information are subject to the Privacy Act. This system also contains records concerning failed financial institution receiverships, corporations, other business entities, and organizations whose records are not subject to the Privacy Act.

**CATEGORIES OF RECORDS IN THE SYSTEM:** This system contains the individual's files held by the closed financial institution or assisted financial institution, which files may include the loan or contractual agreement and related documents and correspondence. It also contains FDIC asset files, including judgments obtained, restitution orders and loan deficiencies arising from the liquidation of the obligor's loan asset(s) and associated collateral, if any; information relating to the obligor's financial condition such as financial statements, income tax returns, asset or collateral verifications or searches, appraisals, and potential sources of repayment. FDIC asset files also include intra- or inter-agency memoranda, notes relating to the liquidation of the loan obligation or asset, correspondence and any other documents related to the liquidation of the loan obligation or asset. FDIC's receivership claims files may include all information related to claims filed with the receivership estate by a failed financial institution's landlords, creditors, service providers or other obligees or claimants. Note: Records held by the FDIC as receiver are a part of this system only to the extent that the state law governing the receivership is not inconsistent or does not otherwise establish specific requirements.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 9, 11, and 13 of the Federal Deposit Insurance Act (12 U.S.C. 1819, 1821, and 1823) and applicable State laws governing the liquidation of assets and wind-up of the affairs of failed financial institutions.

**PURPOSE:** The records are maintained to: (a) identify and manage loan obligations and assets acquired from failed FDIC-insured financial institutions for which the FDIC was appointed receiver or liquidator of FDIC-insured financial institutions that were provided assistance by the FDIC; (b) identify, manage and discharge the obligations to creditors, obligees and other claimants of FDIC-insured financial institutions for which the FDIC was appointed receiver or liquidator of FDIC-insured financial institutions that were provided assistance by the FDIC; and (c) assist with financial and management reporting. The records support the liquidation and receivership functions of the FDIC required by applicable Federal and State statutes.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USE:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors or entities performing services for the FDIC in connection with the liquidation of an individual's obligation(s), including judgments and loan deficiencies or in connection with the fulfillment of a claim filed with the FDIC as receiver or liquidator. Third party contractors include, but are not limited to, asset marketing contractors; loan servicers; appraisers; environmental contractors; attorneys retained by the FDIC; collection agencies; auditing or accounting firms retained to assist in an audit or investigation of FDIC's liquidation activities; grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the FDIC;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;

- (10) To prospective purchaser(s) of the individual's obligation(s), including judgments and loan deficiencies, for the purpose of informing the prospective purchaser(s) about the nature and quality of the loan obligation(s) to be purchased;
- (11) To Federal or State agencies, such as the Internal Revenue Service or State taxation authorities, in the performance of their governmental duties, such as obtaining information regarding income, including the reporting of income resulting from a compromise or write-off of a loan obligation;
- (12) To participants in the loan obligation in order to fulfill any contractual or incidental responsibilities in connection with the loan participation agreement;
- (13) To the Department of the Treasury, federal debt collection centers, other appropriate federal agencies, and private collection contractors or other third parties authorized by law, for the purpose of collecting or assisting in the collection of delinquent debts owed to the FDIC. Disclosure of information contained in these records will be limited to the individual's name, Social Security number, and other information necessary to establish the identity of the individual, and the existence, validity, amount, status and history of the debt.
- (14) To Federal or State agencies or to financial institutions where information is relevant to an application or request by the individual for a loan, grant, financial benefit, or other entitlement;
- (15) To Federal or State examiners for the purposes of examining borrowing relationships in operating financial institutions that may be related to an obligation of an individual covered by this system; and
- (16) To the individual, the individual's counsel or other representatives, insurance carrier(s) or underwriters of bankers' blanket bonds or other financial institution bonds for failed or assisted FDIC-insured financial institutions in conjunction with claims made by the FDIC or litigation instituted by the FDIC or others on behalf of the FDIC against former officers, directors, accountants, lawyers, consultants, appraisers, or underwriters of bankers' blanket bonds or other financial institution bonds of a failed or assisted FDIC-insured financial institution.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Records are indexed by financial institution number, name of failed or assisted insured institution, and by name of individual.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper format records maintained in individual file folders are stored in lockable file cabinets and/or in secured vaults or warehouses and are accessible only by authorized personnel.

**Retention and Disposal:** Credit/loan files or files concerning the obligees of the failed or assisted financial institution are maintained until the receivership claim, loan obligation, judgment, loan deficiency or other asset or liability is sold or otherwise disposed of, or for the period of time provided under applicable Federal or State laws pursuant to which the FDIC liquidates the assets, discharges the liabilities or processes the claims. FDIC asset files will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Division of Resolutions and Receiverships, FDIC, 550 17th Street, NW, Washington, DC 20429; and Deputy Director, Field Operations Branch, FDIC, 1910 Pacific Avenue, Dallas, Texas 75201.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information is obtained from the individual on whom the record is maintained; appraisers retained by the originating financial institution or the FDIC; investigative and/or research companies; credit bureaus and/or services; loan servicers; court records; references named by the individual; attorneys or accountants retained by the originating financial institution or the FDIC; participants in the obligation(s) of the individual; officers and employees of the failed or assisted financial institution; congressional offices that may initiate an inquiry; and other parties providing services to the FDIC in its capacity as liquidator or receiver.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0016**

**SYSTEM NAME:** Professional Qualification Records for Municipal Securities Dealers, Municipal Securities Representatives, and U.S. Government Securities Brokers/Dealers.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Supervision and Consumer Protection, Risk Management Policy and Exam Oversight Branch, FDIC, 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

(1) Persons who are or seek to be associated with municipal securities brokers or municipal securities dealers which are FDIC-insured, state-chartered financial institutions (including insured state-licensed branches of foreign financial institutions), not members of the Federal Reserve System, or are subsidiaries, departments, or divisions of such financial institutions;

(2) Persons who are or seek to be persons associated with U.S. Government securities dealers or brokers which are FDIC-insured state-chartered financial institutions, other than members of the Federal Reserve System.

**CATEGORIES OF RECORDS IN THE SYSTEM:** The records contain identifying information, detailed educational and employment histories, examination information, disciplinary information, if any, and information concerning the termination of employment of individuals covered by the system. Identifying information includes name, address, date and place of birth, and may include social security number.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 15B(c), 15C, and 23 of the Securities Exchange Act of 1934 (15 U.S.C. 78o-4, 78o-5, and 78q and 78w); and Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSE:** The records are maintained to comply with the registration requirements of municipal securities dealers, municipal securities representatives, and U.S. Government securities brokers or dealers and associated persons contained in the Securities Exchange Act of 1934 and to support the FDIC's regulatory and supervisory functions.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND PURPOSES OF SUCH USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;

- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (10) To the appropriate Federal, State, local, or foreign agency or authority or to the appropriate self-regulatory organization, as defined in section 3(a)(26) of the Securities Exchange Act of 1934 (15 U.S.C. 78c (a)(26)), to the extent disclosure is determined to be necessary and pertinent for investigating or prosecuting a violation of or for enforcing or implementing a statute, rule, regulation, or order, when the information by itself or together with additional information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or regulation, rule or order issued pursuant thereto;
- (11) To assist in any proceeding in which the Federal securities or banking laws are in issue or a proceeding involving the propriety of a disclosure of information contained in this system, in which the FDIC or one of its past or present employees is a party, to the extent that the information is relevant to the proceeding;
- (12) To a Federal, State, local, or foreign governmental authority or a self-regulatory organization if necessary in order to obtain information relevant to an FDIC inquiry concerning a person who is or seeks to be associated with a municipal securities dealer as a municipal securities principal or representative or a U.S. Government securities broker or a U.S. Government securities dealer;

- (13) To a Federal, State, local, or foreign governmental authority or a self-regulatory organization in connection with the issuance of a license or other benefit to the extent that the information is relevant and necessary; and
- (14) To a registered dealer, registered broker, registered municipal securities dealer, U.S. Government securities dealer, U.S. Government securities broker, or an insured financial institution that is a past or present employer of an individual that is the subject of a record, or to which such individual has applied for employment, for purposes of identity verification or for purposes of investigating the qualifications of the subject individual.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Indexed by name and dealer registration number or FDIC financial institution certificate number.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper format records are stored in file folders in lockable metal file cabinets accessible only by authorized personnel.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Examination Specialist, Risk Management Policy and Exam Oversight Branch, Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Individuals on whom the records are maintained, municipal securities dealers and U.S. Government securities dealers and brokers (as such dealers are described in “Categories of Individuals Covered by the System” above), and Federal, State,

local, and foreign governmental authorities and self-regulatory organizations or agencies which regulate the securities industry.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0017**

**SYSTEM NAME:** Employee Medical and Health Assessment Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Health Unit, Corporate Services Branch, Division of Administration, FDIC, located at the following addresses: 550 17th Street, NW, Washington, DC 20429, and 3501 North Fairfax Drive, Arlington, VA 22226; and Health Units located in FDIC regional offices. (See Appendix A for a list of the FDIC regional offices and their addresses.)

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** All current and former FDIC employees and other individuals who seek information, treatment, medical accommodations, or participate in health screening programs administered by the FDIC.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Medical records of the employee, including name, age, height, weight, history of certain medical conditions, health screening records; dates of visits to the FDIC Health Unit, diagnoses, and treatments administered; ergonomic reviews and assessments; and the name and telephone number of the person to contact in the event of a medical emergency involving the employee. Note: In addition to the FDIC system of records, the United States Office of Personnel Management maintains government-wide system of records (known as OPM/GOVT-10).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSE:** The records are collected and maintained to identify potential health issues and concerns of an individual and to identify and collect information with respect to medical conditions reported by an individual to the FDIC Health Unit and to identify necessary contacts in the event of a medical emergency involving the covered individual.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;

- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (10) To the appropriate Federal, State or local agency when necessary to adjudicate a claim (filed by or on behalf of the individual) under the Federal Employees Compensation Act (the FECA) as codified in 5 U.S.C. 8101-8193, or a retirement, insurance or health benefit program;
- (11) To a Federal, State, or local agency to the extent necessary to comply with laws governing reporting of communicable disease;
- (12) To health or life insurance carriers contracting with the FDIC to provide life insurance or to provide health benefits plan, such information necessary to verify eligibility for payment of a claim for life or health benefits;
- (13) To a Health Unit or occupational safety and health contractors, including contract nurses, industrial hygienists, and others retained for the purpose of performing any function associated with the operation of the Health Unit; and
- (14) To the person designated on the appropriate form as the individual to contact in the event of a medical emergency of the employee.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** The records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper format records are stored in lockable metal file cabinets. Access is limited to authorized employees, authorized employees of the contractor or contract nurses responsible for servicing the records in the performance of their duties.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Health, Safety and Environmental Program Manager, Corporate Services Branch, Division of Administration, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** The records are compiled by the employee and contractor personnel during the course of a visit to the Health Unit for treatment. Records are also created as a result of the individual's participation in a health screening program, and are used to assist in the performance of accident/incident investigations, or if the individual requests an ergonomic assessment or health or medical accommodation. The employee supplies the information contained in the emergency contact sheet.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0018**

**SYSTEM NAME:** Grievance Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Human Resources Branch, Division of Administration, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226. Records at the regional level generated through grievance procedures negotiated with recognized labor organizations are located in the FDIC regional office where originated (See Appendix A for a list of the FDIC regional offices and their addresses). For non-headquarters employees, duplicate copies may be maintained by the Human Resources Branch, Division of Administration, Arlington, VA for the purpose of coordinating grievance and arbitration proceedings.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current or former FDIC employees who have submitted grievances in accordance with part 771 of the United States Office of Personnel Management's regulations (5 CFR Part 771) or a negotiated grievance procedure.

**CATEGORIES OF RECORDS IN THE SYSTEM:** The system contains records relating to grievances filed by FDIC employees under Part 771 of the United States Office of Personnel Management's regulations, or under 5 U.S.C. 7121. Case files contain documents related to the grievance including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the final decision, and related correspondence and exhibits. This system includes files and records of internal grievance procedures that FDIC may establish through negotiations with recognized labor organizations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819) 5 U.S.C. 7121; 5 CFR Part 771.

**PURPOSE:** The information contained in this system is used to make determinations and document decisions made on filed grievances and settle matters of dissatisfaction or concern of covered individuals. Information from this system may be used for preparing statistical summary or management reports.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation,

- or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
  - (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
  - (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
  - (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
  - (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
  - (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
  - (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; and
  - (10) To any source during the course of an investigation only such information as determined to be necessary and pertinent to process a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request and identify the type of information requested.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** The records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Paper format records are stored in lockable metal file cabinets. Access is limited to authorized employees, authorized employees of the contractor or contract nurses responsible for servicing the records in the performance of their duties.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Director of Personnel, Human Resources Branch, Division of Administration, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226. The appropriate FDIC Regional Director for records maintained in FDIC regional offices (see Appendix A for a list of the FDIC regional offices and their addresses).

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information in this system is provided: (1) By the individual on whom the record is maintained; (2) by testimony of witnesses; (3) by agency officials; and (4) from related correspondence from organizations or persons.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0019**

**SYSTEM NAME:** Potential Bidders List.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Resolutions and Receiverships, FDIC, 550 17th Street, NW, Washington, DC 20429; and Field Operations Branch, Division of Resolutions and Receiverships, FDIC, 1910 Pacific Avenue, Dallas, Texas 75201.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who have purchased or submitted written notice of an interest in purchasing loans, owned real estate or other assets from the FDIC.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains the individual's name, address, telephone number and electronic mail address, if available; information as to the kind or category and general geographic location of loans or owned real estate that the individual may be interested in purchasing; and information relating to whether any bids have been submitted on prior loan sales.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 9, 11 and 13 of the Federal Deposit Insurance Act (12 U.S.C. 1819, 1821 and 1823).

**PURPOSE:** The system collects, identifies and maintains information about potential purchasers of assets (primarily loans and owned real estate) from the FDIC. The information is utilized by the FDIC in the marketing of assets, to identify potential purchasers and to solicit bids for assets. The information in this system is used to support the FDIC's liquidation/receivership functions.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;

- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; and
- (10) To other Federal or State agencies and to contractors to assist in the marketing and sale of loans, real estate, or other assets held by the FDIC.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and paper format in file folders.

**Retrievability:** Electronic media and paper format are indexed and retrieved by name of prospective purchaser or unique identification number assigned to the prospective purchaser.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Hard copy printouts are maintained in lockable metal file cabinets or offices.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules.

Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Resolutions and Receiverships, FDIC, 550 17th Street, NW, Washington DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance

with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information is obtained from the individual about whom the record is maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0020**

**SYSTEM NAME:** Telephone Call Detail Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Information Technology, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals assigned telephone numbers and authorization codes by the FDIC, including current and former FDIC employees and contractor personnel, who make local and long distance telephone calls and individuals who receive telephone calls placed from or charged to FDIC telephones.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Records, including telephone number, location, dates and duration of telephone call, relating to use of FDIC telephones to place or receive long distance and local calls; records of any charges billed to FDIC telephones; records indicating assignment of telephone numbers to individuals covered by the system; and the results of administrative inquiries to determine responsibility for the placement of specific local or long distance calls.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSES:** The records in this system are maintained to identify and make a record of all telephone calls placed to or from FDIC telephones and enable the FDIC to analyze call detail information for verifying call usage; to determine responsibility for placement of specific long distance calls; and for detecting possible abuse of the FDIC-provided long distance telephone network.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;

- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (10) To current and former FDIC employees and other individuals currently or formerly provided telephone services by the FDIC to determine their individual responsibility for telephone calls;
- (11) To a telecommunications company providing telecommunications support to permit servicing the account; and
- (12) To the Department of the Treasury, federal debt collection centers, other appropriate federal agencies, and private collection contractors or other third parties authorized by law, for the purpose of collecting or assisting in the collection of delinquent debts owed to the FDIC. Disclosure of information contained in these records will be limited to the individual's name, Social Security number, and other information necessary to establish the identity of the individual, and the existence, validity, amount, status and history of the debt.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media.

**Retrievability:** Records are indexed and retrieved by telephone number and office location.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel.

**Retention and Disposal:** Records are destroyed after the close of the fiscal year in which they are audited or after three years from the date the record was created, whichever occurs first.

**SYSTEM MANAGER AND ADDRESS:** Associate Director, Division of Information Technology, 3501 North Fairfax Drive, Arlington, VA 22226.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Telephone assignment records; call detail listings; results of administrative inquiries relating to assignment of responsibility for placement of specific long distance and local calls.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0021**

**SYSTEM NAME:** Fitness Center Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Fitness Centers, Corporate Services Branch, Division of Administration, FDIC, 3501 North Fairfax Drive, Arlington, VA, 22226, and 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** FDIC employees who apply for membership and participate in the Fitness Centers.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains the individual's name, gender, age; fitness assessment results; identification of certain medical conditions; and the name and phone number of the individual's personal physician and emergency contact.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSE:** The records are collected and maintained to control access to the fitness center; to enable the Fitness Centers' contractor to identify any potential health issues or concerns and the fitness level of an individual; and to identify necessary contacts in the event of a medical emergency while the individual is participating in a fitness activity.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such

agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;

- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (10) To the individuals listed as emergency contacts or the individual's personal physician, in the event of a medical emergency; and
- (11) To a Health Unit or occupational safety and health contractors, including contract nurses, industrial hygienists, and others retained for the purpose of performing any function associated with the operation of the Fitness Centers.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS:**

**Storage:** Records are stored in paper format within individual file folders. Information recorded on index cards is stored in a card file box.

**Retrievability:** Individual file folders and cards are indexed and retrieved by name.

**Safeguards:** Records are maintained in lockable metal file cabinets. Access is limited to authorized employees of the contractor responsible for servicing the records in the performance of their duties. Note: In the future, all or some portion of the records may be stored in electronic media. These records will be indexed and retrieved by name and will be password protected and accessible only by authorized personnel.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Health, Safety and Environmental Program Manager, Acquisition and Corporate Services Branch, Division of Administration, FDIC, 3501 North Fairfax Drive, Arlington, VA 22226.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division,

FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information is principally obtained from the individual who has applied for membership and Fitness Center personnel. Some information may be provided by the individual's personal physician.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0022**

**SYSTEM NAME:** Freedom of Information Act and Privacy Act Request Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATIONS:** Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429. In addition, records may be maintained at the division or office level in the FDIC Washington office or at FDIC Regional offices (see Appendix A for a list of the FDIC regional offices and their addresses).

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who have submitted requests for information pursuant to the Freedom of Information Act; individuals who have submitted requests for records about themselves under the provisions of the Privacy Act of 1974, and individuals filing an administrative appeal of a denial, in whole or part, of any such requests.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains names and addresses of individuals making written requests for access to information; written requests for amendment of records made pursuant to the Privacy Act; correspondence to or from the requester; correspondence to or from a person writing on the requester's behalf; internal FDIC memoranda; memoranda to or from other Federal agencies having a substantial interest in the determination of the request; responses to requests (including for example acknowledgment letters, fee estimate letters, and final determinations); administrative appeals of denials of access to records; administrative appeals of denials of requests for amendment of records made pursuant to the Privacy Act. These records may contain personal information retrieved in response to a request. Note - Freedom of Information Act and Privacy Act case records may contain inquiries and requests regarding any of the FDIC's other systems of records subject to the Freedom of Information Act and Privacy Act, and information about individuals from any of these other systems may become part of this system of records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819); Freedom of Information Act (5 U.S.C. 552), the Privacy Act of 1974 (5 U.S.C 552a), 12 CFR 309 and 310.

**PURPOSES:** The records maintained in this system are collected to process requests made under the provisions of the Freedom of Information Act and the Privacy Act. The records are also used by the FDIC to prepare reports to the Office of Management and Budget, the Department of Justice, and Congress required by the Freedom of Information Act or the Privacy Act.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (10) To another Federal government agency having a substantial interest in the determination of the request or for the purpose of consulting with that agency as to the propriety of access or correction of the record in order to complete the processing of requests;
- (11) To a third party authorized in writing to receive such information by the individual about whom the information pertains; and
- (12) To the Department of the Treasury, federal debt collection centers, other appropriate federal agencies, and private collection contractors or other third parties authorized by law, for the purpose of collecting or assisting in the collection of delinquent debts owed to the FDIC. Disclosure of information contained in these records will be limited to the individual's name, Social Security number, and other information necessary to establish the identity of the individual, and the existence, validity, amount, status and history of the debt.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and paper format within individual file folders.

**Retrievability:** Electronic media and paper format records are indexed and retrieved by the requester's name or by unique log number assigned to the request. Records sometimes are retrieved by reference to the name of the requester's firm, if any, or the subject matter of the request.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. File folders are maintained in lockable metal file cabinets.

**Retention and Disposal:** Records for Freedom of Information Act requests which are granted, withdrawn or closed for non-compliance or similar reason, are destroyed two years after the date of the reply. Records for all other Freedom of Information Act requests (e.g., requests denied in part, requests denied in full, and requests for which no responsive information was located) are destroyed six years after the date of the reply, unless the denial is appealed, in which case the request and related documentation are destroyed six years after the final agency determination or three years after final adjudication by the courts, whichever is later. Records maintained for control purposes are destroyed six years after the last entry. Records maintained for processing Privacy Act requests are disposed of in accordance with established disposition schedules for individual records, or five years after the date of the disclosure was made, whichever is later. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER AND ADDRESS:** Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:** See "Notification Procedure" above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Requesters and persons acting on behalf of requesters, FDIC offices and divisions, other Federal agencies having a substantial interest in the determination of the request, and employees processing the requests.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** The FDIC has claimed exemptions for several of its other systems of records under 5 U.S.C. 552a (k)(1), (k)(2), and (k)(5) and 12 C.F.R. Part 310.13. During the processing of a Freedom of Information Act or Privacy Act request, exempt records from these other systems of records may become part of the case record in this system of records. To the extent that exempt records from other FDIC systems of records are entered or become part of this system, the FDIC has claimed the same exemptions, and any such records compiled in this system of records from any other system of records continues to be subject to any exemption(s) applicable for the records as they have in the primary systems of records of which they are a part.

**FDIC-30-64-0023**

**SYSTEM NAME:** Affordable Housing Program Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Resolutions and Receiverships, FDIC, 1910 Pacific Avenue, Dallas, Texas 75201.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Purchasers and prospective purchasers of residential properties offered for sale through the FDIC's Affordable Housing Program. Note: To be considered a prospective purchaser for purposes of this record system, the individual must have: (1) completed and signed an FDIC "Certification of Income Eligibility;" and (2) delivered the form to an authorized representative of the FDIC's Affordable Housing Program.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains the purchaser's or prospective purchaser's income qualification form and substantiating documents (such as personal financial statements, income tax returns, asset or collateral verifications, appraisals, and sources of income); copies of sales contracts, deeds, or other recorded instruments; intra-agency forms, memoranda, or notes related to the property and purchaser's participation in the FDIC's Affordable Housing Program; correspondence; and other documents related to the FDIC's Affordable Housing Program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 9, 11, 13, and 40 of the Federal Deposit Insurance Act (12 U.S.C. 1819, 1821, 1823, 1831q).

**PURPOSE:** The records are collected and maintained to determine and verify eligibility of individuals' to participate in the FDIC Affordable Housing Program and to monitor compliance by individuals with purchaser income restrictions. The information in the system supports the FDIC's liquidation of qualifying residential housing units and the FDIC's goal to provide home ownership for low-income and moderate-income families.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is

- a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
  - (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
  - (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
  - (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
  - (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
  - (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
  - (9) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; and
  - (10) To mortgage companies, financial institutions, federal agencies (such as the Federal Housing Administration, the Housing and Urban Development Agency, the Farm Service Agency, and the Veterans Administration), or state and local government housing agencies where information is determined to be relevant to an application or request for a loan, grant, financial benefit, or other type of assistance or entitlement.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format within individual file folders.

**Retrievability:** Electronic media and paper format are accessible by name of purchaser or prospective purchaser and by address of the property purchased.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. File folders are maintained in lockable metal file cabinets accessible only by authorized personnel.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Deputy Director, Field Operations Branch, Division of Resolutions and Receiverships, FDIC, 1910 Pacific Avenue, Dallas, Texas 75201.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information is obtained from the individual seeking to participate in the FDIC’s Affordable Housing Program. Information pertaining to an individual may, in some cases, be supplemented with reports from credit bureaus and/or similar credit reporting services.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0024**

**SYSTEM NAME:** Unclaimed Deposit Account Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Resolutions and Receiverships, Field Operations Branch, FDIC, 1910 Pacific Avenue, Dallas, Texas 75201.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals identified as deposit account owners of unclaimed insured deposits of a closed insured depository institution for which the FDIC was appointed receiver after January 1, 1989.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Deposit account records, including signature cards, last known home address, social security number, name of insured depository institution, relating to unclaimed insured deposits or insured transferred deposits from closed insured depository institutions for which the FDIC was appointed receiver after January 1, 1989.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 9, 11, and 12 of the Federal Deposit Insurance Act (12 U.S.C. 1819, 1821, and 1822).

**PURPOSE:** The information in this system is used to process inquiries and claims of individuals with respect to unclaimed insured deposit accounts of closed insured depository institutions for which the FDIC was appointed receiver after January 1, 1989, and to assist in complying with the requirements of the Unclaimed Deposits Amendments Act.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs

that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;

- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (9) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government; and
- (10) To the appropriate State agency accepting custody of unclaimed insured deposits;

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and in paper format.

**Retrievability:** Electronic media and paper format are indexed and retrieved by depository institution name, depositor name, depositor social security number, or deposit account number.

**Safeguards:** Electronic files are password protected and accessible only by authorized personnel. Hard copy printouts are maintained in lockable metal file cabinets accessible only to authorized personnel.

**Retention and Disposal:** If the appropriate State has accepted custody of unclaimed deposits, a record of the unclaimed deposits will be retained by the FDIC during the custody period of ten years. Such records will subsequently be destroyed in accordance with the FDIC's records retention policy in effect at the time of return of any deposits to the FDIC from the State. If the appropriate State has declined to accept custody of the unclaimed deposits of the closed insured depository institution, the FDIC will retain the unclaimed deposit records and upon termination of the receivership of the closed insured depository institution, the records will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Assistant Director, Field Operations Branch, Division of Resolutions and Receiverships, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system

of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See “Notification Procedure” above.

**CONTESTING RECORD PROCEDURES:** See “Notification Procedure” above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information originates from deposit records of closed insured depository institutions. Records of unclaimed transferred deposits are provided to the FDIC from assuming depository institutions to which the FDIC transferred deposits upon closing of the depository institution.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0025**

**SYSTEM NAME:** Beneficial Ownership Filings (Securities Exchange Act).

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** Division of Supervision and Consumer Protection, FDIC, 550 17th Street NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** (1) Any director or officer of an FDIC-insured depository institution with a class of equity securities registered pursuant to section 12 of the Securities Exchange Act of 1934, and (2) Any person who is directly or indirectly the beneficial owner of greater than 10% of a class of equity securities issued by an FDIC-insured depository institution that are registered under section 12 of the Securities Exchange Act of 1934; including any trust, trustee, beneficiary or settlor required to report pursuant to Securities and Exchange Commission Rule 16a-8.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Reporting persons submit electronically or on paper reports on any of the following three forms: "Initial Statement of Beneficial Ownership of Securities," "Statement of Changes in Beneficial Ownership of Securities" and "Annual Statement of Beneficial Ownership of Securities." Reporting persons are required to use these forms to disclose ownership and transactional information relative to their beneficial ownership of securities of FDIC-insured depository institutions with securities registered under the Securities Exchange Act of 1934. Under section 403 of the Sarbanes-Oxley Act of 2002, these forms must be submitted in electronic form and must be made available to the public on a Federal agency's external internet website. The forms require disclosure of the name of the financial institution, relationship of reporting person to the financial institution, reporting person's name and street address, date of form or amendment, and filer's signature and date. A description of the securities' terms and transactional information including transaction date, type of transaction, amount of securities acquired or disposed, price, aggregate amount of securities beneficially owned, and form and nature of beneficial ownership must also be disclosed on the forms.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 12(i) and 16(a) of the Securities Exchange Act of 1934 (respectively, 15 U.S.C. 78l(i) and 78p(a)).

**PURPOSE:** In accordance with Section 16(a) of the Securities Exchange Act of 1934, as amended by section 403 of the Sarbanes-Oxley Act of 2002, this information is being made available to the public on the FDIC's external internet website in order to facilitate the more efficient transmission, dissemination, analysis, storage and retrieval of insider ownership and transaction information in a manner that will benefit investors, filers and financial institution regulatory agencies.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the

records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;
- (8) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (9) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government; and
- (10) To the appropriate governmental or self-regulatory organizations when relevant to the organization's regulatory or supervisory responsibilities or if the information is relevant to a known or suspected violation of a law or licensing standard within that organization's jurisdiction.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media or on paper format in file folders.

**Retrievability:** Electronically filed reports are indexed and retrieved by the name of the reporting party. Paper-filed reports are indexed by the name of the depository institution issuing the securities being reported, with sub-indexing by the filer's name.

**Safeguards:** Access to the information in this electronic system of records is unrestricted. The filing and amendment of electronic records is restricted to authorized users who have been issued non-transferable user ID's and passwords.

**Retention and Disposal:** These records will be maintained for fifteen years from the date of filing, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Chief, Accounting & Securities Disclosure Section, Division of Supervision and Consumer Protection, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:** See "Notification Procedure" above. Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information originates from (1) any director or officer of an FDIC-insured depository institution with a class of equity securities registered pursuant to section 12 of the Securities Exchange Act of 1934; and (2) any beneficial owner of greater than 10% of an FDIC- insured depository institution with a class of equity securities registered under the Securities Exchange Act of 1934, including any trust, trustee, beneficiary or settlor required to report pursuant to SEC Rule 16a-8.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0028**

**SYSTEM NAME:** Office of the Chairman Correspondence Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** FDIC, Office of Legislative Affairs, 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who correspond to, or receive correspondence from, the Office of the Chairman; and individuals who are the subject of correspondence to or from the Office of the Chairman.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains correspondence, memoranda, E-mail, and other communications with the Office of the Chairman that may include, without limitation, name and contact information supplied by the individual as well as information concerning subject matter, internal office assignments, processing, and final response or other disposition.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSE(S):** This system of records is used to respond to correspondence addressed to the FDIC, Office of the Chairman.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such

agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;

- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To an insured depository institution which is the subject of an inquiry or complaint when necessary to investigate or resolve the inquiry or complaint; and
- (10) To the primary Federal or State financial regulator of an insured depository institution that is the subject of an inquiry or complaint.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name, date, and subject.

**Safeguards:** Electronic records are password-protected and accessible only by authorized personnel. Paper records are maintained in lockable metal file cabinets accessible only to authorized personnel.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules.

Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Office of Legislative Affairs, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:** See "Notification Procedure" above. Individuals wishing to contest or amend information maintained in this system of records should specify the information being contested, their reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information maintained in this system is obtained from individuals who submit correspondence to the FDIC for response, and FDIC personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0029**

**SYSTEM NAME:** Congressional Correspondence Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** FDIC, Office of Legislative Affairs, 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current and former Members of the U.S. Congress and Congressional staff; and individuals whose inquiries relating to FDIC activities are forwarded by Members of Congress or Congressional staff to the FDIC for response.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains correspondence from Members of the U.S. Congress or Congressional staff making inquiries or transmitting inquiries, correspondence or documents from constituents that may include, without limitation, name and contact information as well as information concerning subject matter, internal office assignments, processing, and final response or other disposition.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSE(S):** This system of records is used to document and respond to constituent and other inquiries forwarded by Members of the U.S. Congress or Congressional staff.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs

that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;

- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To an insured depository institution which is the subject of an inquiry or complaint when necessary to investigate or resolve the inquiry or complaint;
- (10) To the primary Federal or State financial regulator of an insured depository institution that is the subject of an inquiry or complaint; and
- (11) To authorized third-party sources during the course of the investigation in order to resolve the inquiry or complaint. Information that may be disclosed under this routine use is limited to the name of the inquirer or complainant and the nature of the inquiry or complaint and such additional information necessary to investigate the inquiry or complaint.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name, date, and subject.

**Safeguards:** Electronic records are password-protected and accessible only by authorized personnel. Paper records are maintained in lockable metal file cabinets accessible only to authorized personnel.

**Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules.

Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Office of Legislative Affairs, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance

with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:** See "Notification Procedure" above. Individuals wishing to contest or amend information maintained in this system of records should specify the information being contested, their reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information maintained in this system is obtained from individuals who submit correspondence to the FDIC for response, and FDIC personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**FDIC-30-64-0030**

**SYSTEM NAME:** Legislative Information Tracking System Records.

**SECURITY CLASSIFICATION:** Unclassified but sensitive.

**SYSTEM LOCATION:** FDIC, Office of Legislative Affairs, 550 17th Street, NW, Washington, DC 20429.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current and former Members of the U.S. Congress and Congressional staff; and individuals who contact, or are contacted by the FDIC Office of Legislative Affairs.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Contains memoranda, e-mail and other communications with the Office of Legislative Affairs that may include without limitation, name and contact information supplied by the individual as well as information related to the inquiry that was developed by FDIC staff.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

**PURPOSE(S):** This system of records is used to respond to inquiries regarding FDIC's views on proposed legislation, facilitate Congressional briefings, and coordinate preparation of FDIC responses to constituent inquiries.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside the FDIC as a routine use as follows:

- (1) To appropriate Federal, State, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;
- (2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary;
- (3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;
- (4) To appropriate Federal, State, local authorities, and other entities when (a) it is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such

agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;

- (5) To appropriate Federal, State, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;
- (6) To appropriate Federal, State, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;
- (7) To appropriate Federal agencies and other public authorities for use in records management inspections;
- (8) To contractors, grantees, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government;
- (9) To an insured depository institution which is the subject of an inquiry or complaint when necessary to investigate or resolve the inquiry or complaint;
- (10) To the primary Federal or State financial regulator of an insured depository institution that is the subject of an inquiry or complaint; and
- (11) To authorized third-party sources during the course of the investigation in order to resolve the inquiry or complaint. Information that may be disclosed under this routine use is limited to the name of the inquirer or complainant and the nature of the inquiry or complaint and such additional information necessary to investigate the inquiry or complaint.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**Storage:** Records are stored in electronic media and paper format within individual file folders.

**Retrievability:** Records are indexed and retrieved by name, date, and subject.

**Safeguards:** Electronic records are password-protected and accessible only by authorized personnel. **Retention and Disposal:** These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with National Archives and Records Administration and FDIC Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:** Director, Office of Legislative Affairs, FDIC, 550 17th Street, NW, Washington, DC 20429.

**NOTIFICATION PROCEDURE:** Individuals wishing to determine if they are named in this system of records or who are seeking access or amendment to records maintained in this system of records must submit their request in writing to [Privacy@FDIC.Gov](mailto:Privacy@FDIC.Gov) or to the Legal Division, FOIA & Privacy Act Group, FDIC, 550 17th Street, NW, Washington, DC 20429, in accordance with FDIC regulations at 12 C.F.R. Part 310. Individuals requesting their records must provide their name, address and a notarized statement attesting to their identity.

**RECORD ACCESS PROCEDURES:** See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:** See "Notification Procedure" above. Individuals wishing to contest or amend information maintained in this system of records should specify the information being contested, their reasons for contesting it, and the proposed amendment to such information in accordance with FDIC regulations at 12 C.F.R. Part 310.

**RECORD SOURCE CATEGORIES:** Information maintained in this system is obtained from individuals who contact the FDIC for response, and FDIC personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**Appendix A**

**FDIC Atlanta Regional Office**  
10 Tenth Street, NE, Suite 800  
Atlanta, GA 30309-3906

**FDIC Boston Regional Office**  
18 Braintree Hill Office Park, Suite 100  
Braintree, MA 02184-8701

**FDIC Chicago Regional Office**  
500 West Monroe Street, Suite 3500  
Chicago, IL 60661-3097

**FDIC Dallas Regional Office**  
1910 Pacific Avenue, 19<sup>th</sup> floor  
Dallas, TX 75201-4586

**FDIC Kansas City Regional Office**  
2345 Grand Boulevard, Suite 1200  
Kansas City, MO 64108-2638

**FDIC Memphis Area Office**  
5100 Poplar Avenue, Suite 1900  
Memphis, TN 38157

**FDIC New York Regional Office**  
20 Exchange Street, 4<sup>th</sup> Floor  
New York, NY 10005

**FDIC San Francisco Regional Office**  
25 Jessie Street at Ecker Square, Suite 2300  
San Francisco, CA 94105-2780

**By order of the Board of Directors**  
**Dated at Washington, DC, this \_\_\_ day of \_\_\_\_\_, 2007.**

\_\_\_\_\_  
Robert E. Feldman  
Executive Secretary

[FR Doc. \_\_\_\_\_]  
BILLING CODE \_\_\_\_\_