

**FTC-II-12**

**SYSTEM NAME:**

Training Reservation System–FTC.

**SECURITY CLASSIFICATION:**

Not applicable.

**SYSTEM LOCATION:**

Federal Trade Commission, 600 Pennsylvania Avenue, NW., Washington, DC 20580.  
See Appendix III for other locations where records may be maintained or accessed.

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

Individuals who, at the time the records are added to the system, are FTC employees who registered to attend training courses offered by the Human Resources Management Office.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Employee identification number, course number, course title, course date and time, and attendance indicator.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Trade Commission Act, 15 U.S.C. 41 et seq.; 5 U.S.C. ch. 41; 5 CFR 410.701.

**PURPOSE(S):**

To provide information to agency managers necessary to indicate the training that has been requested and provided to individual employees; to determine course offerings and frequency; and to manage the training program administered by the Human Resources Management Office.

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

See Appendix I for ways that the Privacy Act permits the FTC to use or disclose system records outside the agency.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None, except as authorized under 5 U.S.C. 552a(b)(12) when trying to collect a claim of the Government. See Appendix I.

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

**STORAGE:**

Records are stored in electronic record systems and temporary paper printouts.

**RETRIEVABILITY:**

Indexed by employee identification number and name.

**SAFEGUARDS:**

Access is restricted to agency personnel or contractors whose responsibilities require access. Paper records are maintained in lockable rooms or file cabinets. Access to electronic records is controlled by “user ID” and password combination and/or other appropriate electronic access and network controls (e.g., firewalls). FTC buildings are guarded and monitored by security personnel, cameras, ID checks, and other physical security measures.

**RETENTION AND DISPOSAL:**

Employee training records are generally retained according to General Records Schedule (GRS) 1, Item 29, issued by the National Archives and Records Administration. Temporary electronic files are destroyed when the agency determines that they are no longer needed for reference purposes in accordance with GRS 20. Other materials, including inputs and hard copy printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs, are destroyed when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Human Resources Management Office, Federal Trade Commission, 600 Pennsylvania Avenue, NW., Washington, DC 20580.

**NOTIFICATION PROCEDURE; RECORD ACCESS PROCEDURES; AND CONTESTING RECORD PROCEDURES:**

See Appendix II.

**RECORD SOURCE CATEGORIES:**

Individual about whom the record is maintained, supervisors, managers, and Human Resources Management Office staff responsible for the training program.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.