

FTC-II-5

System name:

Equal Employment Opportunity Statistical Reporting System -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of individuals covered by the system:

Individuals who, at the time the records are added to the system, are Commission employees.

Categories of records in the system:

Coded minority group designations.

Authority for maintenance of the system:

*5 U.S.C. 1301, 3301, 7201, 7204, and Executive Order 10577.*

Purpose(s):

To maintain statistical information related to employment opportunities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under *5 U.S.C. 552a(b)*, and the disclosure provisions described in Appendix I of this notice, records or information in these records may be specifically disclosed pursuant to *5 U.S.C. 552a(b)(3)* as follows, provided that no routine use specified either herein or in Appendix I shall be construed to limit or waive any other routine use:

(1) Used by the Equal Employment Opportunity Director in composite statistical form only, for analyses and reports within the Commission and to the Congress, Office of Management and Budget, Equal Employment Opportunity Commission, and Office of Personnel Management as required by law.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored on magnetic disks and tape.

Retrievability:

Indexed by name of individual, name of group, or by cross-reference to title and grade information contained in FTC System II-1, General Personnel Records (Official Personnel Folder and Records Related Thereto).

Safeguards:

Computerized records controlled by password and access may be obtained only by written authorization of the Equal Employment Opportunity Director.

Retention and Disposal:

Records are retained indefinitely.

System manager and address:

Director, Equal Employment Opportunity Office, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; record access procedure; and contesting record procedure:

See Appendix II.

Record source categories:

Self-identification or visual identification of each employee by Division of Personnel staff and administrative officer in each Regional Office.