

FTC-II-8

System name:

Biographies of Commissioners and Key Staff Members -- 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:

Current Commissioners and key FTC staff members.

Categories of records in the system:

These reports contain some or all of the following: name, biographical data such as education and employment, photograph and news release related to the individual's appointment.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To maintain records for the public outlining the biographies of Commissioners and key Commission staff members.

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 Office of Public Affairs staff members as resource material for (a) writing news releases; (b) FTC publications; and (c) filling requests for information from members of the public; and

(2) Individual records that are of historical value may also be incorporated into System VII-6,

Information Retrieval and Indexing System.

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

Storage:

Stored in file folders.

Retrievability:

Indexed by individual's name.

Safeguards:

Available to the public. Maintained in lockable file cabinets.

Retention and disposal:

Upon or shortly after departure from the Commission, records are destroyed or returned to the individual.

System manager and address:

Director, Office of Public Affairs, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; Record access procedure; and Contesting record procedure:

See Appendix II.

Record source categories:

Individual about whom the record is maintained.