

FTC-II-9

System name:

Claimants Under Federal Tort Claims Act and Military Personnel and Civilian Employees' Claims Act -- 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 have claimed reimbursement from FTC under Federal Tort Claims Act and Military Personnel and Civilian Employees' Claims Act.

Categories of records in the system:

Personal information relating to incidents in which the FTC may be liable for property damage, loss, or personal injuries.

Authority for maintenance of the system:

Federal Tort Claims Act; Military Personnel and Civilian Employees' Claims Act.

Purpose(s):

To consider claims made under the statutes; to investigate those claims; to determine appropriate responses to those claims; and to maintain records outlining all considerations and actions related to those claims.

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) Referred to Department of Justice, GSA, or other federal agency when the matter comes

within the jurisdiction of such agency; and

(2) Used in discussions and correspondence with insurance companies, with other persons or entities that may be liable, with potential witnesses or others having knowledge of the matter.

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:

The files are stored in lockable file cabinets. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal:

The records are retained for 10 years after the matter has been resolved, then destroyed.

System manager and address:

Assistant General Counsel for Legal Counsel, 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 pertains (claimant); FTC employee involved in incident; other FTC employees or other persons having knowledge of the circumstances; official police report (if any); and insurance company representing claimant (if any).