

FTC-III-3

System Name:

Financial Management System -- FTC.

Security Classification:

Not applicable.

System Location:

Division of Budget and Finance, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of Individuals Covered by The System:

FTC employees and others who travel or otherwise might be involved in situations in which they would receive payment or reimbursement from the FTC.

Categories of Records in the System:

Name, home and work address, employee identification number, social security number, personal credit card number on supporting receipts.

Authority for Maintenance of the System:

*5 U.S.C. 5701 et seq.*

Purpose(s):

To maintain financial records concerning payment or reimbursement of expenses. These records are necessary to support and document expenses incurred in the performance of official agency duties.

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 in financial reports of the FTC.

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 individual's name and employee identification number.

Safeguards:

Hardcopy records maintained in lockable cabinets and access to computerized records controlled by "user ID" and password combination. Access restricted to those agency personnel whose responsibilities require access.

Retention and Disposal:

Records are retained per National Archives and Records Administration schedule of retention and disposal.

System Manager and Address:

Director, Division of Budget and Finance, 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.