

FTC-VII-5

System name:

Property Management 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 assigned responsibility for Commission physical resources.

Categories of records in the system:

Name of individual employee; employee identification number; property item assigned to individual; equipment maintenance information.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To maintain and control physical resources; to conduct routine and periodic maintenance on equipment; and to maintain and confirm an inventory of physical resources.

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)*, records or information in these records may be specifically disclosed pursuant to *5 U.S.C. 552a(b)(3)* as described in Appendix I of this notice, provided that no routine use specified therein shall be construed to limit or waive any other routine use.

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

Storage:

Automated records stored on magnetic disks and tape; paper records stored in lockable file

cabinets.

Retrievability:

Indexed by employee name, employee identification number, and assigned organization.

Safeguards:

Access to automated records controlled by password. Access restricted to agency personnel whose responsibilities require access.

Retention and disposal:

Records are retained for the life of the physical resource.

System manager and address:

Chief, Office Systems Branch, 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 responsible for the equipment and staff responsible for maintaining the equipment.