

### **FTC-III-3**

#### **SYSTEM NAME:**

Financial Management System—FTC.

#### **SECURITY CLASSIFICATION:**

Not applicable.

#### **SYSTEM LOCATION:**

(1) Financial Management Office, Federal Trade Commission, 600 Pennsylvania Avenue, NW., Washington, DC 20580;

(2) National Business Center, U.S. Department of the Interior, 7301 West Mansfield, Denver, CO 80235; and

(3) Office of Federal Systems and Services, National Business Center, U.S. Department of the Interior, 12201 Sunrise Valley Drive, Room 6A231, MS- 206, Reston, VA 20192.

*See Appendix III for other locations where records may be maintained or accessed.*

#### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees who claim reimbursement from the FTC for travel or other reimbursable expenses personally incurred; individuals doing business as sole proprietors; individuals who are reimbursed by the FTC for travel or other miscellaneous expenses.

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

For current and former FTC employees, records include names, home addresses, employee supplier numbers, Social Security numbers, banking account numbers for electronic fund transfer payments, invoices and claims for reimbursements.

For non-employee individuals and sole proprietors, records include names, home or business addresses, Social Security numbers, banking account numbers for electronic fund transfer payments, invoices and claims for reimbursement. Records in this system are subject to the Privacy Act only to the extent, if any, they are about an individual within the meaning of the Act, and not if they are about a business or other non-individual.

This system is also covered by the system notice published by the Department of Interior (DOI) for this system, DOI-90 (Federal Financial System), or any successor system notice published by DOI for this system.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 4111(b), 5514, 5701 et seq.; 26 U.S.C. 6103(m); 31 U.S.C. 3512, 3711, 3716; 41 CFR parts 301-304; U.S. Treasury Financial Manual.

**PURPOSE(S):**

To perform core accounting functions, which includes but is not limited to supporting and documenting expenses incurred in the performance of official agency duties; to bill and follow-up; to pay creditors; to account for goods and services received; to account for funds paid and received; and to process travel authorizations and claims.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records in this system:

(1) May be disclosed for any routine use noted in the Department of Interior Privacy Act system of records notice applicable to their system, Federal Financial System, DOI-90, or any successor system notice for this system; and

(2) To the extent they pertain to FTC acquisition activities, may be transmitted or disclosed to the General Service Administration's Federal Procurement Data System, a central repository for statistical information on Government contracting, for purposes of providing public access to Government-wide data about agency contract actions.

*See also* Appendix I for other ways that the Privacy Act permits the FTC to use or disclose system records outside the agency.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosure pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM: STORAGE:**

Stored on magnetic disks and tape and on paper.

**RETRIEVABILITY:**

Records are retrievable electronically, and are indexed or indexable by virtually any data field available (*see* record categories above).

**SAFEGUARDS:**

Access is restricted to agency personnel or contractors whose responsibilities require

access. Paper records are maintained in lockable rooms or file cabinets. Access to electronic records is controlled by “user ID” and password combination and/or other network access or security controls (e.g., firewalls). FTC buildings are guarded and monitored by security personnel, cameras, ID checks, and other physical security measures.

#### RETENTION AND DISPOSAL:

Records are retained in accordance with the applicable National Archives and Records Administration schedules, including portions of General Records Schedules 6, 7, 9 and 20. Most records, including general accounts ledgers and voucher forms, are maintained for a minimum of six years and three months. Other materials, including hard copy printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs, are destroyed when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

#### SYSTEM MANAGER(S) AND ADDRESS:

(1) Chief Financial Officer, Financial Management Office, Federal Trade Commission, 600 Pennsylvania Avenue, NW., Washington, DC 20580;

(2) The following system manager has overall responsibility for the Federal Financial System: Director, Office of Financial Management, U.S. Department of the Interior, 1849 C Street NW., MS- 5412 MIB, Washington, DC 20240; and

(3) The following system managers have responsibility for the management and operation of the computing centers through which the Federal Financial System has been implemented:

(a) Director, Office of Federal Systems and Services, National Business Center, U.S. Department of the Interior, 12201, Sunrise Valley Drive, Room 6A231, MS-206, Reston, VA 20192; and

(b) Chief, Financial Systems Division, Products and Services, National Business Center, MS D-2700, 7301 West Mansfield Avenue, Denver, CO 80235- 2230.

#### NOTIFICATION PROCEDURE; RECORD ACCESS PROCEDURES; AND CONTESTING RECORD PROCEDURES:

*See Appendix II.*

#### RECORD SOURCE CATEGORIES:

Employees and former employees seeking reimbursement from the FTC for expenses personally incurred, vendor as a corporate entity or federal agency, individual vendor (*e.g.*, sole proprietors), and individual point of contact for a vendor.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.