



**Privacy Impact Assessment  
of the  
Office of the Secretary  
Freedom of Information Act and Privacy Act  
Case Tracking and Reporting System**

**Program or application name.**

Office of the Secretary Freedom of Information Act and Privacy Act Case Tracking and Reporting System (“Tracking System”)

**Contact information.**

The Tracking System is maintained by the Board of Governors of the Federal Reserve System’s (Board) Office of the Secretary.

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**Summary description of the Program.**

The Tracking System is used by Board staff in managing requests for information submitted to the Freedom of Information Office.

**1. Information concerning individuals that is being collected and/or maintained.**

For individuals who have submitted requests, the system collects some or all of the following personal information concerning the requestor:

- a. name;
- b. job title, organization, and location of organization;
- c. affiliation/category of affiliation;
- d. address (business or home);
- e. telephone number (business, home or cell);
- f. facsimile number (business or home);
- g. e-mail address (personal or personal); and
- h. brief description of the information requested.

**2. The source(s) of each category of information listed in item 1.**

The source of the information is the submitter of the request.

**3. The purpose for which the information is being collected.**

The personally identifiable information collected in the Tracking System assists the Board in carrying out its responsibilities under the Freedom of Information Act and the Privacy Act, including enabling staff to process requests for records, which may include contacting requesters to clarify the information sought, assessing fees, and delivering responsive records.

**4. Who will have access to this information.**

The information contained in the Tracking System is not accessible by the public. Access to information maintained in the Tracking System is restricted to authorized employees within the Federal Reserve who have a need for the information for official business purposes. In addition, all information in the system may be disclosed to a member of Congress; where security or confidentiality has been compromised; to provide information to another federal agency, which furnished information responsive to a request, for the purpose of making a decision regarding access or amendment to the responsive information; and to release information to the news media and the public, unless it is determined that release of specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**5. Whether the individuals to whom the information pertains have an opportunity to decline to provide the information or to consent to particular uses of the information (other than required or authorized uses).**

Individuals who submit requests electronically do not have the opportunity to decline to provide the information or consent to particular uses of the information. Individuals who submit requests in writing may be contacted to provide information which was not included in their requests.

**6. The procedure(s) for ensuring that the information maintained is accurate, complete, and up-to-date.**

All identifiable information collected by the Tracking System is gathered directly from the individual submitting the FOIA or Privacy Act request. In some instances, staff may add and/or enter data if the particular request was received in writing or by facsimile. The Tracking System provides appropriate data entry validation checks to ensure the data are entered correctly.

**7. The length of time the data will be retained, and how will it be purged.**

All records are retained for the appropriate period which ranges from two years after date of reply to six years after the final action by the agency or final adjudication by courts, whichever is later.

**8. The administrative and technological procedures used to secure the information against unauthorized access.**

Access to the Tracking System is restricted to authenticated and authorized employees within the Federal Reserve Board who require access for official business purposes. Federal Reserve Board users are classified into different roles and common access and usage rights are established for each role. User roles are used to delineate between the different types of access requirements.

Technical components of the Tracking System, including the web server and database, are accessible only within the Federal Reserve Board's internal network. Access is restricted to administrators and technical support staff who facilitate the operation of the Tracking System.

**9. Whether a new system of records under the Privacy Act will be created.**

The FOIA Tracking System is already covered under a Privacy Act System of Records notice, entitled “FRB-Freedom of Information Act and Privacy Act Case Tracking and Reporting System” (BGFRS-23).

Reviewed:

Charles S. Struckmeyer */signed/*

07/06/2009

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Chief Privacy Officer

\_\_\_\_\_  
Date

Maureen Hannan */signed/*

07/09/2009

\_\_\_\_\_  
Chief Information Officer

\_\_\_\_\_  
Date