

NLRB-24

System name:

Trial Information Gathered on Electronic Records (TIGER) and Associated Agency Files.

Security Clearance:

None.

System location:

Records are stored on electronic media at Agency Headquarters, Division of Judges, and on paper and electronic media at the Division of Judges' satellite offices in San Francisco, California, New York, New York, and Atlanta, Georgia. See attached Appendix for addresses. Additionally, pursuant to the Agency's flexiplace and telecommuting programs, or due to official travel, TIGER may also be accessed from alternative worksites via the Internet, including employees' homes. Associated Agency Files (or copies of such files) also may be temporarily located at alternative worksites. All appropriate safeguards will be taken at these sites.

Categories of individuals covered by the system:

Individual Respondents in pending unfair labor practice cases before the Division of Judges and individual Employers in pending representation cases before the Division of Judges; Agency Administrative Law Judges assigned to pending cases.

Categories of records in the system:

(1) Summary information of pending unfair labor practice and representation cases before the Division of Judges (such as names of parties, case status, and Agency Administrative Law Judges assigned to cases) is maintained in an electronic case tracking system, TIGER.

(2) Associated Agency Files are paper records established and maintained for processing unfair labor practice and representation cases before the Division of Judges. The paper records are administrative records (such as unfair labor practice charges, unfair labor practice complaints and answers, representation petitions, briefs, motions and orders), correspondence, legal memoranda, and other related documents. These records include the names of parties and Agency Administrative Law Judges assigned to the cases. Some of these paper records are electronically scanned and placed in an eRoom for the Division of Judges to use in resolving cases. Both TIGER and the Associated Agency Files may include parties' home addresses and home telephone numbers, if such information is provided to the Agency.

Authority for maintenance of system:

5 U.S.C. 554(d), 556, 557, 3105; 29 U.S.C. 153(d), 159, 160, 161; 44 U.S.C. 3101.

Purpose:

TIGER is an electronic case tracking system used by the Agency's Division of Judges to facilitate the accurate and timely collection, retrieval, and retention of information regarding unfair labor practice and representation cases before the Division. The information and activities tracked by the system may be generated by the parties' filing of briefs, motions, and other documents, or by deliberative, analytical processes undertaken by the Agency's Administrative Law Judges or their staffs. This database stores current and historical information, and is used to generate data for managing the Agency's case processing and resources, creating the Agency's budget, preparing monthly and annual reports of casehandling activities, and providing requested statistical reports to the public. Associated Agency Files are paper files maintained to adjudicate or otherwise resolve matters handled by the Division of Judges.

Routine uses of records maintained in the system, including categories of users and the purpose of uses:

The standard routine uses applying to this system are listed in the General Prefatory Statement to this document.

Disclosure to consumer reporting agencies:

None.

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

Data is maintained on paper and electronic media.

Retrievability:

Data may be retrieved by names of individual Respondents in pending unfair labor practice cases before the Division of Judges; names of individual Employers in pending representation cases before the Division of Judges; individual numeric codes for Agency Administrative Law Judges assigned to pending cases; as well as by non-personal identifiers, such as case numbers assigned by the Agency.

Safeguards:

Access to Agency working and storage areas is restricted to Agency employees who have a need to use the information in order to perform their duties, custodial personnel, Federal Protective Service personnel, and other contractor and security personnel.

All other persons are required to be escorted in Agency areas. Associated Agency Files are maintained in staffed or locked areas during working hours. The facilities are protected from unauthorized access during non-working hours by the Federal Protective Service or other security personnel. Those Agency employees who telecommute and may possess Associated Agency Files (or copies of such files) at alternative worksites or who may access TIGER from alternative worksites are instructed as to keeping such information in a secure manner.

Electronic system-based access controls are in place to prevent data misuse. Access to electronic information is controlled by administrators who determine users' authorized access based on each user's office and position within the office. Access criteria, procedures, controls, and responsibilities are documented and consistent with the policies stated in a memorandum titled "NLRB Access Control Standards, Password Management," and dated January 23, 2002. All network users are also warned at the time of each network login that the system is for use by authorized users only, and that unauthorized or improper use is a violation of law.

Retention and disposal:

TIGER information will be retained and disposed of in accordance with appropriate Agency schedules that will be submitted to the National Archives and Records Administration (NARA) for its approval. Associated Agency Files are disposed of in accordance with the Agency's Disposition Standards Records, as approved by NARA.

System manager and address:

Chief Administrative Law Judge, Division of Judges, National Labor Relations Board, Room 5400, 1099 14th Street, NW., Washington, DC 20570-0001.

Notification procedure:

An individual may inquire as to whether this system contains a record pertaining to such individual by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117a(a) (as newly designated in accompanying proposed amended regulations).

Record access procedure:

An individual seeking to gain access to records in this system pertaining to such individual should contact the System Manager in accordance with the procedures set forth in 29 CFR 102.117a(b) and (c) (as newly designated in accompanying proposed amended regulations).

Contesting records procedure:

An individual may request amendment of a record in this system pertaining to such individual by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117a(d) (as newly designated in accompanying proposed amended regulations).

Records source categories:

Record source categories include parties in unfair labor practice and representation cases; party representatives; and witnesses in Board proceedings. Record source categories also include official documents from the record of unfair labor practice and representation cases before the Division of Judges, such as unfair labor practice charges and complaints, representation petitions, exhibits to administrative proceedings, administrative law judge determinations, Board decisions, and decisions from United States courts of appeal.

Exemption claimed for the system:

None.