

NLRB-26

System name:

Litigation Information on the Network (LION).

Security classification:

None.

System name:

Records are stored on electronic media at Agency Headquarters, Appellate Court Branch, Division of Enforcement Litigation, 1099 14th Street, NW., Washington, DC 20570. Additionally, pursuant to the Agency's flexiplace and telecommuting programs, or due to official travel, LION may also be accessed from alternative worksites via the Internet, including employees' homes. All appropriate safeguards will be taken at these sites.

Categories of individuals covered by the system:

Individual Respondents before the Board in cases handled by the Appellate Court Branch; individual Charging Parties who have filed petitions for review in the federal courts of appeals; individual parties who have intervened in federal courts of appeals proceedings handled by the Appellate Court Branch; current and former Agency legal technicians assigned to cases.

Categories of records in the system:

Summary information of cases handled by the Appellate Court Branch in the federal courts of appeals (such as names of parties, case status, Agency personnel assignments, brief due dates, oral argument dates, and court judgment dates) is maintained in an electronic case tracking system, LION. LION may include parties' home addresses and home telephone numbers, if such information is provided to the Agency. Any paper records associated with LION are placed within the Associated Headquarters Files for JCMS-PCL (NLRB-21).

Authority for maintenance of the system:

29 U.S.C. 159, 160(e) and (f); 44 U.S.C. 3101.

Purpose:

LION is an electronic case tracking system used by the Appellate Court Branch to facilitate the accurate and timely collection, retrieval, and retention of information regarding unfair labor practice cases referred to the Branch for enforcement or review in the federal courts of appeals, pursuant to section 10(e) and (f) of the National Labor Relations Act, 29 U.S.C. 160(e) and (f).

The information and activities tracked by the system may be generated by the parties' filing of briefs, motions, and other documents, or by orders or other documents received from the courts of appeals. 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. Limited information from LION is exported into JCMS-PCL.

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

Storage:

Data is maintained on electronic media.

Retrievability:

Data may be retrieved by names of Individual Respondents before the Board in cases handled by the Appellate Court Branch; names of individual Charging Parties who have filed petitions for review in the federal courts of appeals; names of individual parties who have intervened in federal courts of appeals proceedings handled by the Appellate Court Branch; names of current and former Agency legal technicians; 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. The facilities are protected from unauthorized access during non-working hours by the Federal Protective Service or other security personnel. Those Agency Headquarters employees who telecommute and may access LION 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:

LION 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.

System manager and address:

Deputy Associate General Counsel, Appellate Court Branch, National Labor Relations Board, Room 8100, 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).

Records 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 cases, and official documents from the administrative and court records of unfair labor practice cases handled by the Appellate Court Branch, such as unfair labor practice charges and complaints, exhibits to administrative proceedings, administrative law judge determinations, Board decisions, and decisions from United States courts of appeal.

Exemptions claimed for the system:

None.