

NLRB-31

System name:

Office of Appeals Extension of Time System (EOTS).

Security classification:

None.

System location:

Records are stored on electronic media at Agency Headquarters, Office of Appeals, Division of Enforcement Litigation, 1099 14th Street, NW., Washington, DC 20570-0001.

Categories of individuals covered by the system:

Individual Charged Parties in unfair labor practice proceedings in which charging parties have electronically requested extensions of time from the Office of Appeals to file appeals of dismissals of charges or limited other decisions of Regional Directors.

Categories of records in the system:

Summary information of cases in which Charging Parties in unfair labor practice proceedings who have electronically requested extensions of time to file appeals of dismissals of charges or limited other decisions of Regional Directors (such as names of parties, case status, and Agency personnel assignments) is maintained in an electronic case tracking system, EOTS. The system includes information relevant to extension of time requests such as the current due date for the appeal, the requested due date, the reasons for the requested extension of time, and whether the request has been granted or denied. EOTS may include individual parties' home addresses and home telephone numbers, if such information is provided to the Agency. Any paper records associated with EOTS are placed within the Associated Headquarters Files for ACTS (NLRB-30).

Authority for maintenance of the system:

29 U.S.C. 153(d); 44 U.S.C. 3101.

Purpose:

EOTS is an electronic case tracking system used by the Office of Appeals to enable parties in an unfair labor practice proceeding to request extensions of time to appeal decisions of Regional Directors dismissing unfair labor practice charges, deferring proceedings to parties' contractual grievance-arbitration processes, or closing unfair labor practice cases upon compliance action.

The system is also used to notify Regional Offices that requests for extensions of time have been received. The information and activities tracked by the system may be generated by the parties' requests for extensions of time, or by the Office of Appeals' responses to those requests.

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.

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

The standard routine uses applying to this system are those listed in the General Prefatory Statement to this document, items numbered 4, 7-10, and 12-15 only.

Disclosure to consumer reporting agencies:

None.

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

Storage:

Data is maintained on electronic media.

Retrievability:

Data may be retrieved by names of individual Charged Parties in unfair labor practice proceedings in which charging parties have electronically requested extensions of time to file appeals of dismissals of charges or limited other decisions of Regional Directors; and 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 EOTS 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:

EOTS 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:

Director, Office of Appeals, National Labor Relations Board, Room 8820, 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 record 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 charging parties in unfair labor practice cases; party representatives; and also include official documents from the record of unfair labor practice cases, such as unfair labor practice charges and Regional Directors' dismissals.

Exemptions claimed for the system:

None.