

NLRB-8

System name: Health Maintenance Program Records.

Security classification:

None.

System location:

Personnel Branch, NLRB, 1099 14<sup>TH</sup> Street, NW, Washington, DC 20570.

Categories of individuals covered by the system:

Current NLRB employees participating in Agency-sponsored health maintenance programs, such as diabetes tests, glaucoma tests, vision tests, blood donor program, and similar programs.

Categories of records in the system:

Records may involve recorded information on individual's names and dates of participation in health maintenance programs, and the name of the screening program in which participated. Also, for blood donor program, contains social security number, sex, donor identification number, home address and telephone, date of last donation, medications being taken, blood type, whether accepted or deferred as donor, and information relevant to the above.

Authority for maintenance of the system:

5 U.S.C. 7901; 29 U.S.C. 153(a) and (d), 154.

Purpose(s):

These records document employee participation in the NLRB health maintenance programs such as screening and blood donor programs.

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

These records, or information therefrom, are disclosed to:

1. Agency officials and employees working with the program who have a need for the records or information:

- a. The administration of voluntary health maintenance programs.

b. As a data source for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained (without personal identification of individuals).

2. Individuals making general requests for statistical information (without personal identification of individuals).

3. The American Red Cross insofar as the records or information pertain to the blood donor program.

4. The U.S. Department of Health and Human Services in the administration of public health service programs.

5. A congressional office in response to an inquiry from the congressional office made at the request of the subject individual.

6. The Department of Justice for use in litigation when either (a) the Agency or any component thereof, (b) any employee of the Agency in his or her official capacity, (c) any employee of the Agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the Agency to be relevant and necessary to the litigation, provided that in each case the Agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

7. A court or other adjudicative body before which the Agency is authorized to appear, when either (a) the Agency or any component thereof, (b) any employee of the Agency in his or her official capacity, (c) any employee of the Agency in his or her individual capacity, where the Agency has agreed to represent the employee, or (d) the United States where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the Agency determines that disclosure of the records to a court or other adjudicative body is compatible with the purpose for which the records were collected.

Disclosure to consumer reporting agencies:

None.

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

Storage:

Maintained on logs, forms, and other papers.

Retrievability:

By program name and within each program alphabetically by name.

Safeguards:

Maintained in file safe within the office of the Personnel Branch. File safe remains locked except during access to records. During duty hours, file safe is under the surveillance of personnel charged with the custody of the records, and after duty hours is behind locked doors. Combination is known only to designated members of the Personnel Branch. Access is limited to personnel who have a need for access to perform their official functions.

Retention and disposal:

Retained for 6 years after last entry.

System manager(s) and address:

Chief, Special Programs and Services Unit, Personnel Branch, Room 533, NLRB, 1099 14<sup>th</sup> Street, NW, Washington, DC 20570.

Notification procedure:

An individual may inquire as to whether this system contains a record pertaining to him or her by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 02.177(e).

Record access procedures:

An individual seeking to gain access to records in this system pertaining to him or her should contact the System Manager in accordance with the procedures set forth in 29 CFR 102.117(f).

Contesting record procedures:

An individual may request amendment of a record pertaining to such individual maintained in this system by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117(h).

Record source categories:

Information submitted by individual; officials of the servicing health units; and American Red Cross.