

NLRB-19

System name: Telephone Call Detail Records.

Security classification:

None.

System location:

Records are authorized to be maintained for current and former NLRB employees in all Agency offices.

Categories of individuals covered by the system:

All current and former employees (permanent, temporary, part or full time) and all contractors, subcontractors, and consultants who make long-distance calls and individuals who receive telephone calls placed from or charged to Agency telephones.

Categories of records in the system:

Records relating to use of NLRB telephones to place long-distance calls; records relating to long-distance telephone calls charged to the Agency; records indicating assignment of telephone numbers and authorized calling card numbers to employees, and records relating to the location of telephones in the Agency.

Authority for maintenance of the system:

29 U.S.C. 153, 154, 155; 31 U.S.C. 1348(b); 44 U.S.C. 3101; 41 CFR 201-21.601; 5 U.S.C. 552a, and FIRMR Bulletin C-13, dated January 31, 1991.

Purpose(s):

These documents are used to support the certification that telephone calls listed on call detail records were required for official business.

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

These records and information in these records may be disclosed to:

1. A Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.

(2) The General Services Administration and the National Archives and Records Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

3. A court, a magistrate, administrative tribunal, or other adjudicatory body in the course of presenting evidence or argument, including disclosure to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, or in connection with criminal law proceedings, when: (a) The NLRB or any component thereof; or (b) any employee of the NLRB in his or her official capacity; or (c) any employee of the NLRB in his or her individual capacity where the NLRB has agreed to represent the employee; or (d) the United States Government, is a party to litigation or has interest in such litigation, and determines that such disclosure is relevant and necessary to the litigation and that the use of such records is therefore deemed by the NLRB to be for a purpose that is compatible with the purpose for which the records were collected.

(4) Other agencies, offices, establishments, and authorities, whether Federal, state, or local, authorized or charged with the responsibility to investigate, litigate, prosecute, enforce, or implement a statute, rule, regulation, or order, where the record or information, by itself or in connection with other records or information, indicates a violation or potential violation of law, whether criminal, civil, administrative, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

(5) The Department of Justice for use in litigation when either (a) the NLRB, or any component thereof, (b) any employee of the NLRB in his or her official capacity, (c) any employee of the NLRB in his or her individual capacity, where the Department of Justice has agreed to represent the employee, or (d) the United States, where the NLRB 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 NLRB to be relevant and necessary to the litigation, provided that in each case the NLRB 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.

(6) Officials of labor organizations recognized under Public Law 95-454, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Act. Whenever feasible and consistent with responsibilities under the Act, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

(7) NLRB current and former employees and other individuals currently or formerly provided telephone services by the NLRB to determine their individual responsibility for telephone calls.

8. A Federal authority, in response to its request, that this system of records contains information relevant to the hiring or retention of an employee, the issuance or retention of a security clearance, the letting of a contract, or the issuance or retention of a license, grant, or other benefit. The other agency or licensing organization, however, may then make a request supported by the written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the NLRB or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.

(9) A telecommunications company providing telecommunications support to permit servicing the account.

Disclosure to consumer reporting agencies:

Disclosures may be made from this system, pursuant to 5 U.S.C. 552(a)(12), to consumer reporting agencies as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966, 31 U.S.C. 3701(a)(3), in accordance with 3711(f) of Title 31.

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

Storage:

The telephone call detail records consist of paper records maintained in files and records on computer disks and diskettes, and/or on computer tapes.

Retrievability:

The records are retrievable by name, authorized calling card number, and telephone number.

Safeguards:

These records are only available to those persons whose official duties require such access. Paper records are maintained in file cabinets. During duty hours cabinets containing the records are under the surveillance of personnel charged with custody of the records.

During off-duty hours they are kept inside locked offices, in locked file cabinets. Computer records can be accessed only through use of confidential procedures and passwords.

Retention and disposal:

Telephone call detail records are retained and disposed of in accordance with the National Archives and Records Administration (NARA), General Records Schedule 12.

System manager(s) and address:

Assistant Branch Chief, Facilities and Safety, Room 6100, NLRB, 1099 14th Street, NW, Washington, DC 20570-0001.

Notification procedures:

An individual may inquire whether this system contains a record pertaining to him or her by directing a request to the appropriate System Manager in accordance with the procedures set forth in 29 CFR 102.117(f).

Record access procedures:

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

Contesting records procedures:

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

Record source categories:

Telephone assignment records; telephone call detail listings; results of administrative inquiries relating to assignment of responsibility for placement of specific long-distance calls.