

NLRB-1

System name: Accounting Records--Financial.

Security classification:

None.

System location:

Current records are maintained in: Finance Branch, NLRB, 1099 14th Street, NW, Washington, DC 20570-0001. Each Washington and Field Office is authorized to maintain copies of records relating to reimbursements to employees of that office and other individuals covered within the system. Inactive records are stored in the Washington National Records Center in accordance with regulations issued by the National Archives and Records Administration (36 CFR 1228.152).

Categories of individuals covered by the system:

Individuals reimbursed for expenses in connection with the official functions of the NLRB; i.e., travel on official business, witness fees, FOIA Request, and transportation expenses, and miscellaneous expenses.

Categories of records in the system:

Records may include name; home or office address; organizational unit number, purpose, duration, and cost for travel assignment of Agency employees; purpose, duration, points of travel, and cost for witnesses used by the Agency; and purpose, category, and cost of miscellaneous expenses incurred by Agency employees.

Authority for maintenance of the system:

5 U.S.C., 5701 et seq.; 29 U.S.C. 153, 155, 159, 106, and 161(4).

Purpose(s):

These records document financial transactions regarding reimbursement of expenses in connection with official NLRB functions.

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

These records or information therefrom is disclosed to:

1. Individuals who need the information in connection with the processing of an appeal, grievance, or complaint.
2. The U.S. General Accounting Office for audit purposes or determination of validity claims.
3. The U.S. Department of Treasury for issuance of checks, or direct deposit.
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. Another agency, whether Federal, State, or local, or private organization where reimbursable arrangements exist between this Agency and such other agency or private organization.
6. 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.
7. Officials of labor organizations recognized under 5 U.S.C. Chapter 71, when disclosure is not prohibited by law; and the data is normally maintained by the Agency in the regular course of business and is reasonably available and necessary for full and proper discussion. The foregoing shall have the identical meaning as 5 U.S.C. 7114(b) (4) as interpreted by the FLRA and the courts.
8. 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 Government where the NLRB determines that litigation is likely to affect the NLRB 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 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.

9. A court, 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.

10. The Defense Manpower Data Center, Department of Defense, and to the U.S. Postal Service, to conduct computer matching programs for the purpose of identifying and locating individuals who are receiving Federal salaries or benefit payments and are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by the NLRB in order to collect the debts under the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365), and Debt Collection Act of 1996 (Pub. L. 104-134) by voluntary repayment, or by administrative or salary offset procedures, and any other Federal agency for the purpose of effecting administrative or salary offset procedures against a person employed by that agency or receiving or eligible to receive some benefit payments from the agency when NLRB as a creditor has a claim against that person.

Disclosure of information about persons who are receiving Federal salaries or benefit payments and are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by NLRB may be made to other Federal agencies, only to the extent of determining whether or not the person is employed by that agency and, if so, effecting administrative or salary offset procedures against that person.

Disclosure to consumer reporting agencies:

For the purpose of collecting delinquent debt, these records may be reported to a credit bureau to add to credit history.

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

Storage:

Maintained on original source documents except travel summary cards, some of which are also maintained on microfilm, and electronic storage for computer matching programs.

Retrievability:

Chronologically by year, and within each year alphabetically by name.

Safeguards:

Original source documents and microfiche are maintained in file cabinets. During duty hours cabinets and computers are under surveillance of personnel charged with custody of the records, and after duty hours are behind locked doors. Access is limited to personnel with a need for access in order to perform their official functions.

Retention and disposal:

Maintained and disposed of in accordance with the provisions of applicable General Records Schedules issued by the National Archives and Records Administration.

System manager(s) and address:

Finance Officer, NLRB, 1099 14th Street, NW, Washington, DC 20570-0001.

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 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) and (h).

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 appropriate System Manager in accordance with the procedures set forth in 29 CFR 102.117(i).

Record source categories:

Travel vouchers, witness vouchers, and lodging and miscellaneous receipts submitted by the individual; travel orders submitted by Agency officials; subpoenas; claims for reimbursements; and miscellaneous correspondence and information related thereto.