

NLRB-3

System name:

Biographical Data File--Presidential Appointees.

Security classification:

None.

System location:

Division of Information, NLRB, 1099 14th Street, NW, Washington, DC 20570-0001.

Categories of individuals covered by the system:

Present and former Presidential appointees to NLRB positions.

Categories of records in the system:

Records may include biographical sketches; news releases, news articles or speeches and other newsmaking activities; photographs, and related materials.

Authority for maintenance of the system:

29 U.S.C. 153(a) and (d), 54(a); 44 U.S.C. 3101.

Purpose(s):

These records document pertinent aspects of the personal and professional history of NLRB's most senior officials.

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

The records, or information contained therein may be disclosed to:

1. Individuals who need the information in connection with the processing of an appeal, grievance, or complaint.
2. The public, upon demonstrated interest.
3. 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 records are maintained.

4. 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 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.

5. 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.

Disclosure to consumer reporting agencies:

None.

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

Storage:

Maintained on original sources or related papers in file folders.

Retrievability:

Alphabetically by name.

Safeguards:

Maintained in file cabinets within the Division of Information. During duty hours, cabinets are under the surveillance of office personnel charged with custody of the records, and after duty hours are behind locked doors.

Retention and disposal:

Permanently retained.

System manager(s) and address:

Director, Division of Information, 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 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 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 System Manager in accordance with the procedures set forth in 29 CFR 102.117(i).

Record source categories:

Information in this system is submitted by the individual, written by Agency staff and approved by the individual, and obtained from general news sources.