

NLRB-9

System name: Occupational Injury and Illness Records.

Security classification:

None.

System location:

Personnel Branch, NLRB, 1099 14th Street, NW, Washington, DC 20570. Each Washington and Field Office is authorized to maintain copies of records in this system.

Categories of individuals covered by the system:

Current and former NLRB employees who have reported a work-related injury or illness.

Categories of records in the system:

Records may include information pertaining to the complete history of the employee's occupational injury or illness, including any doctors' or investigative reports submitted, and the disposition of claims for compensation filed under the Federal Employees Compensation Act and information relative thereto.

Authority for maintenance of the system:

5 U.S.C. 7901; 5 U.S.C. 8101 et seq.; 29 U.S.C. 153(a) and (d), 154.

Purpose(s):

These records document the processing of claims filed by NLRB employees for compensation based on an occupational injury or illness.

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 who have a need for the records or information:
 - a. In processing reports of occupational injury or illness and claims for compensation under the Federal Employees Compensation Act.
 - b. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies.
2. Individuals making general requests for statistical information (without personal identification of individuals).

3. 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.

4. 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.

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

6. Investigator utilized by the Agency to obtain information relevant to a claim arising under the Federal Employees Compensation Act.

7. The appropriate agency, whether Federal, State, or local, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, or to any agency in connection with its oversight review responsibility.

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

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

10. Individuals who need the information in connection with the processing of an appeal, grievance or complaint. Whenever feasible such information shall be furnished in depersonalized form, i.e., without personal identifiers.

Disclosure to consumer reporting agencies:

None.

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

Storage:

Maintained on forms and related correspondence.

Retrievability:

Alphabetically by name.

Safeguards:

Maintained in locked filing cabinet within the Personnel Branch. Filing cabinet remains locked except during access. During duty hours filing cabinet is under surveillance of personnel charged with the custody of the records, and after duty hours is behind locked doors. Access is limited to personnel who have a need for access to perform their official functions.

Retention and disposal:

Retain and dispose of in accordance with the General Records Schedules issued by the National Archives and Records Administration.

System manager(s) and address:

Chief, Special Programs and Services Unit, Personnel Branch, Room 533, NLRB, 1099 14th 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 102.117(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:

Forms completed by the employee; witnesses; investigators; employee's supervisor; claims examiners of the U.S. Department of Labor; and doctors' statements, if any.