



Privacy Impact Assessment of the Office of the Secretary Electronic Comments Routing System

Program or application name.

Office of the Secretary Electronic Comments Routing System (SECRS)

System Owner.

SECRS is maintained by the Office of the Secretary, Board of Governors of the Federal Reserve System

Contact information.

Program Manager: Lynn Barron
Title: Manager
Organization: Office of the Secretary
Address: 20th and C Street, N.W.
Washington, D.C. 20551
Telephone: (202) 452-2506

IT Manager: Mok Choe
Title: Manager
Organization: Division of Information Technology
Address: 20th and C Streets, N.W.
Washington, D.C. 20551
Telephone: (202) 452-3492

Description of the Program.

SECRS is an application used by the Board to electronically process incoming comments from the public on rulemaking, regulatory, information-collection and

other proposals and post those comments to the Board's public web site, <http://www.federalreserve.gov/generalinfo/foia/ProposedRegs.cfm>

1. Information concerning individuals that is being collected and/or maintained.

For each comment submitted, the system collects some or all of the following personal information concerning the commenter:

- a. title;
- b. first and last name;
- c. affiliation/category of affiliation;
- d. mailing address, including city, state, country, and postal code; and
- e. email address (required if submitted via electronic mail to regs.comments@federalreserve.gov)

In addition, for each comment, the system permits commenters to provide additional information they believe to be relevant to the proceeding. Commenters may supply additional personal information in their comments. For some matters and proceedings, the system may also collect additional information deemed to be relevant, as set forth in the request for public comment.

2. The source(s) of each category of information listed in item 1.

In each case, the source of the information is the submitter of the comment.

3. The purpose for which the information is being collected.

The purpose of SECRS is to permit the Board to accept and consider public comments in connection with a rulemaking, regulatory, information collection, or other proposal. SECRS collects a minimal amount of personal information to ensure that Board staff can determine the source of the comment and take steps, if necessary, to communicate with the commenter.

4. Who will have access to the information.

Comments are circulated to Board staff for review in connection with preparing recommendations for final action. Except for certain portions, for which there is a legal basis to redact the information, comments are legally considered public records and will be routinely made available for public inspection on the Board's

public web site until after the Board takes final action to permit members of the public to review and analyze them. Two independent sections in the Board's Office of the Secretary conduct a review of all comments submitted to the Board and remove sensitive personally identifiable information that is located, such as a social security number or bank account number that a commenter might voluntarily submit, prior to posting the comments to SECRS. Comments are usually available for viewing on the public web site until the rulemaking, regulatory, information collection or other proposal is final.

SECRS includes comments that have been removed from the Board's public web site following completion of the relevant proposal. Authorized employees within the Federal Reserve System who need the comments for official business purposes are granted access to those comments. Comments that have been made available to the public may be subject to disclosure under the Freedom of Information Act. In addition, all comments in the system may be disclosed for enforcement, statutory and regulatory purposes; to a member of Congress; to the Department of Justice, a court, an adjudicative body or administrative tribunal, or a party in litigation; to contractors, agents, and others; where security or confidentiality has been compromised. Records may also be used for reference purposes in preparing responses to inquiries from the public and used in recording official duties of System personnel.

5. Whether the individuals to whom the information pertains have an opportunity to decline to provide the information or to consent to particular uses of the information (other than required or authorized uses).

Individuals have the opportunity to decline to provide information by not submitting a comment to the Board and by limiting the personal information provided.

6. The procedure(s) for ensuring that the information maintained is accurate, complete, and up-to-date.

All personally identifiable information collected and maintained in SECRS is provided directly by the individual submitting the comment. The system relies on the individual to submit accurate, complete, and up-to-date information. Once the comments are posted on the Board's public web site members of the public, including the individual commenter, will be able to review and analyze them until after the close of the comment period.

7. The length of time the data will be retained, and how will it be purged.

Information in the SECRS system is retained for three years or longer, if needed for administrative or reference purposes. Electronic records are purged in accordance with established procedures.

8. The administrative and technological procedures used to secure the information against unauthorized access.

Access to SECRS is restricted to authorized employees within the Federal Reserve Board and Reserve Banks. Access is controlled using a layered approach with a combination of roles and level security. There are three access levels (administrator, read and write, and read-only) in SECRS to secure information against unauthorized access. The SECRS administrator(s) controls all of the end-user security in the application and dictates who performs what action in the system. Core staff from the Office of the Secretary who are directly involved in processing the public comments have rights to access the system as readers and writers. Federal Reserve Board and Reserve Bank analysts have read-only permission to view the comments.

9. Whether a new system of records under the Privacy Act will be created.

The SECRS system is covered by an existing Privacy Act System of Records notice, entitled "FRB-Official General Files" (BGFRS-11). SECRS, therefore, does not require a new Privacy Act System of Records notice.

Reviewed:

Chief Privacy Officer

Date

Chief Information Officer

Date