

#..SEC-15

System name:

Pay and Leave System.

System location:

(1) Payroll files, official personnel files, time and attendance reports, and service history files: SEC, Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413;
(2) Notices of personnel action and other pay-related records: Department of the Interior, National Business Center, Payroll Operations Division, Mail Stop D-260, 7301 West Mansfield Avenue, Lakewood, CO 80235-2230; and
(3) Retired personnel files: National Archives and Records Administration, National Personnel Records Center (Civilian Personnel Records Center), 111 Winnebago Street, St. Louis, MO 63118.

Categories of individuals covered by the system:

Past and present SEC employees.

Categories of records in the system:

Payroll files, time and attendance reports, official personnel files, and service history files.

Authority for maintenance of the system:

5 U.S.C. app. 21-89.

Purpose(s):

To locate SEC employees and determine such matters as their period of service, type of leave, qualifications, benefits, and pay.

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

In addition to the conditions of disclosure under 5 U.S.C. 552a(b), the SEC staff may provide these records to:

- (1) The National Business Center of the U.S. Department of the Interior;
- (2) Any Federal, state, or local government compiling tax withholding, retirement contributions, or allotments to charities, labor unions, and other authorized recipients;
- (3) Any Federal governmental authority or its agents investigating (a) a violation or potential violation of a statute, rule, regulation, or order, or (b) an employee's grievance or complaint;
- (4) Any member of the public for employment verification at an employee's written request;
- (5) Any judgment creditor for the purpose of garnishment;
- (6) Any arbitrator under a negotiated labor agreement;
- (7) The General Accounting Office, the Office of Management and

Budget, and other Federal agencies to support payments of salaries and benefits to SEC employees; and

- (8) The Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services, the Federal Parent Locator System and the Federal Tax Offset System to (a) locate individuals, (b) identify income sources, (c) establish paternity, (d) verify social security numbers or employment, (e) issue, modify, or enforce orders of support, or (f) administer the Federal Earned Income Tax Credit Program.

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

Storage:

Payroll files, official personnel files, and time and attendance reports are kept in paper or electronic format.

Retrievability:

Official personnel files and payroll files are retrievable by an employee's name or social security number.

Safeguards:

Only authorized employees of the SEC and other Federal government agencies may access these records.

Retention and disposal:

These records are maintained and disposed of under General Records Schedule Nos. 2 and 20 of the General Services Administration.

System manager(s) and address:

Office of Administrative and Personnel Management, SEC, Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413.

Notification procedure:

Requests to determine whether this system of records contains a record pertaining to the requesting individual should be sent to the Privacy Act Officer, SEC, Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413.

Record access procedure:

Persons wishing to access or contest these records should write the Privacy Act Officer, SEC, Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413.

Contesting record procedures:

See Record Access Procedures, above.

Record source categories:

Notices of personnel action, electronic time and attendance records, withholding certificates, and other pay-related records prepared by employees or the Office of Administrative and Personnel Management.

Exemptions claimed for the system:

None.