

**#..SEC-22**

**System name:**

Executive/Congressional Personnel Referrals--SEC.

**System location:**

Securities and Exchange Commission, Washington, DC 20549.

**Categories of individuals covered by the system:**

Records are maintained on applicants for employment.

**Categories of records in the system:**

Records contain names of applicants, Members of Congress or other individuals who recommend specified individuals for employment and the basis for the recommendation.

**Authority for maintenance of the system:**

Records are unsolicited.

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

These records and the information contained in these records may be used as follows:

1. To identify candidates for current and prospective job vacancies within the Commission. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

**Storage:**

Records are stored in paper form in file folders and storage cabinets.

**Retrievability:**

Records are indexed by name.

**Safeguards:**

Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure. Records are kept in a building having a 24-hour security guard.

**Retention and disposal:**

Records are kept for three years.

**System manager(s) and address:**

Executive Director, Securities and Exchange Commission, 450 Fifth Street, NW, Washington, DC 20549.

**Notification procedure:**

All requests to determine whether this system of records contains a record pertaining to the requesting individual may be directed to the Privacy Act Officer, Securities and Exchange Commission, Operations Center, 6432 General Green Way, Mail Stop O-5, Alexandria, VA 22312-2413.

**Record access procedures:**

Persons wishing to obtain information on the procedures for gaining access to or contesting the contents of these records may contact the Privacy Act Officer, Securities and Exchange Commission, Operations Center, 6432 General Green Way, Mail Stop O-5, Alexandria, VA 22312-2413.

**Contesting record procedures:**

See Record access procedures above.

**Record source categories:**

Records are obtained from persons in the executive and legislative branches of the Federal government and in some cases persons in State governments.