

**#..SEC-45**

**System name:**

Public Transportation Subsidy Program.

**System location:**

Securities and Exchange Commission, Operations Center, Office of Human Resources, 6432 General Green Way, Mail Stop O-1, Alexandria, VA 22312-2413. Records are also maintained at the following SEC Regional and District Offices: Central Regional Office, 1801 California Street, Suite 1500, Denver, CO 80202-2656; Midwest Regional Office, 175 W. Jackson Boulevard, Suite 900, Chicago, IL 60604; Northeast Regional Office, 3 World Financial Center, Suite 4300, New York, NY 10281; Southeast Regional Office, 801 Brickell Ave., Suite 1800, Miami, FL 33131; Atlanta District Office, 3475 Lenox Road, N.E., Suite 1000, Atlanta, GA 30326-1232; Boston District Office, 73 Tremont Street, Suite 600, Boston, MA 02108-3912; Fort Worth District Office, 801 Cherry Street, Suite 1900, Fort Worth, TX 76102; Philadelphia District Office, 701 Market Street, Philadelphia, PA 19106-1532; San Francisco District Office, 44 Montgomery Street, 26th Floor, San Francisco, CA 94103-1735; and Salt Lake District Office, 15 W. South Temple Street, Suite 1800, Salt Lake City, UT 84101.

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

SEC employees who use public transportation.

**Categories of records in the system:**

Records include the employee's name, date of hire, social security number, organization, grade, and date of annual certification.

**Authority for maintenance of the system:**

Exec. Order 12191; Pub. L. 101-509, Section 629; Pub. L. 103-172; 26 CFR 1.132-6; and 42 U.S.C. 13201.

**Purpose(s):**

The system is primarily designed to encourage employees to use public transportation as a means to conserve petroleum, reduce congestion, and improve air quality.

**Routine uses of records maintained in the system, including categories of users and the purpose of such uses.**

The information contained in these records is used as follows:

1. To the appropriate personnel for periodic review of revalidation for subsidy;
2. To the Office of Inspector General for investigating allegations of abuse;
3. To the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where the SEC becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; and
4. To another Federal agency or to a court when the Government is party to a judicial proceeding before the court.

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

**Retrievability:**

Records are maintained alphabetically and retrieved by the employee's name.

**Safeguards:**

Computerized records are safeguarded by restricted passwords and the paper records are locked in file cabinets.

**Retention and disposal:**

Records in either paper or electronic form may include applications, certification logs, vouchers, and spreadsheets, used to document the disbursement of transportation subsidies. These records are destroyed after three years under the National Archives and Records Administration's General Records Schedule No. 9, Item 7.

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

Assistant Director, Office of Human Resources, Operations Center, 6432 General Green Way, Mail Stop O-1, Alexandria, VA 22312-2413.

**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 this record 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 records procedures:**

See record access procedures above.

**Record source categories:**

Records include SEC Form 2344, Return/Termination of Public Transportation Subsidy; SEC Form 2316, Employee Certification for Public Transportation Subsidy; SEC Form 2317, Receipt for Public Transportation Subsidy; SEC Form 2318, Disbursing Agents, Voucher; and SEC Form 2407, Authorization for Third-Party Receipt of Public Transportation Subsidy.

**Exemptions claimed for the system:**

None.