

#..SEC-49

System name:

Broker-Dealer Records.

System location:

Records filed before August 16, 1999: SEC, 450 Fifth Street, NW, Washington, DC 20549; and Records filed on or after August 16, 1999: NASD, 1390 Piccard Drive, Rockville, MD 20850.

Categories of individuals covered by the system:

Registrants and officers, directors, principal shareholders, or other individuals related to them.

Categories of records in the system:

Name, address, telephone number, social security number, education, past and present employment, disciplinary history, business relationships, and similar information.

Authority for maintenance of the system:

15 U.S.C. 78o.

Purpose(s):

To help the SEC staff process applications for registration or exemption and related forms under the Securities Exchange Act of 1934 and implement the Federal securities laws and rules.

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) Any member of the general public upon request;
- (2) Any Federal, state, local, or foreign government authority or securities self-regulatory organization that is investigating a violation or potential violation of a statute, rule, regulation, or order;
- (3) Any Federal, state, local, or foreign bar association or similar licensing authority responsible for possible disciplinary action;
- (4) Any Federal, state, or local government or governmental authority that is deciding to hire or retain an individual, sign a contract, or issue a license, grant, or benefit;
- (5) Any individual or entity appointed by a court of competent jurisdiction or agreed upon by the parties to a pending court action or administrative proceeding alleging a violation of the Federal securities laws or rules; and
- (6) Any contractor that performs, on the SEC's behalf, services requiring the use of these records.

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

Storage:

Records filed before August 16, 1999 in the SEC's custody are maintained in paper, microfiche, or electronic formats. Records filed on or after August 16, 1999 in the NASD's custody are maintained in paper or electronic format (Web CRD).

Retrievability:

These records are retrievable by the name of, or a file number assigned to, the registrant. Individual name access to these records is available through the SEC's Name-Relationship Search Index.

Safeguards:

Non-computer records in the SEC's custody are maintained in a central records facility that only authorized individuals may access. The facility is locked, with security cameras and a 24-hour security guard. Computer records, which are subject to data integrity controls, require passcodes for database access.

Retention and disposal:

The records in the SEC's custody are transferred to the Federal Records Center periodically for storage. They are controlled by file number and retained under 17 CFR 200.80f. Permanent files are sent to the National Archives and Records Administration after a specified storage time at the Federal Records Center. Nine years from their receipt by the NASD, the records in the NASD's custody are transferred to the SEC for proper disposition.

System manager(s) and address:

Records filed before August 16, 1999--Records Officer, SEC Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413. Records filed on or after August 16, 1999--NASD, 1390 Piccard Drive, Rockville, MD 20850.

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 procedures:

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 Records Access Procedures, above.

Record source categories:

Applications for registration or exemption and related forms filed with the SEC under the Securities Exchange Act of 1934.

Exemptions claimed for the system:

None.

