SYSTEM NAME:
Automated Emergency Notification System.

SYSTEM LOCATION:
Securities and Exchange Commission, 100 F Street, NE, Washington, DC 20549.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:
Members and employees of the Commission, and selected contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:
Name, Commission division or office, home zip code, work and personal electronic mail addresses, work, home and cellular telephone numbers, and Blackberry PIN numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

PURPOSE(S):
The purpose of this system of records is to maintain emergency contact information for current members, employees and selected contractors of the Commission. The system provides for high-speed message delivery that reaches all Commission personnel in response to threat alerts issued by the Department of Homeland Security, weather related emergencies or other critical situations that disrupt the operations and accessibility of a worksite. The system also provides for personnel accountability during an emergency, through personnel sign-in and rapid alert and notification.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:
In addition to the conditions of disclosure under 5 U.S.C. 552a(b), Commission staff may provide these records to any Federal government authority for the purpose of coordinating and reviewing agency continuity of operations plans or emergency contingency plans developed for responding to Department of Homeland Security threat alerts, weather related emergencies or other critical situations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

FILE STORAGE:
Records are maintained in a computerized database and on paper. Paper documents are kept in filing cabinets in secured facilities.

RETRIEVABILITY:
Records may be retrieved by the individual's name or by the categories listed above under `Categories of Records in the System.'

SAFEGUARDS:
Records are safeguarded by restricted computer passwords, locked file cabinets, and safes. Access to the records is restricted to those who require the records in the performance of official duties related
to the purposes for which the system is maintained.

**RETENTION AND DISPOSAL:**
Periodic purging and disposal of those records concerning individuals no longer members, employees or contractors of the Commission. Otherwise, records are retained and disposed of in accordance with the appropriate National Archives and Records Administration General Records Schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**
Executive Director, Office of the Executive Director, U.S. Securities and Exchange Commission, 100 F Street, NE., Washington, DC 20549-1627.

**NOTIFICATION PROCEDURES:**
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, U.S. Securities and Exchange Commission, Operations Center, 6432 General Green Way, Mail Stop 0-7, 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, U.S. Securities and Exchange Commission, Operations Center, 6432 General Green Way, Mail Stop 0-7, Alexandria, VA 22312-2413.

**CONTESTING RECORDS PROCEDURES:**
See record access procedures above.

**RECORD SOURCE CATEGORIES:**
Information is provided by current members and employees of the Commission and selected contractors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**
None