

September 22, 1995

To: Laura Denk

From: Tracy Shycoff, Valerie Trzaska-Sails

Subject: Privacy Act Systems of Records Notice

Routine Uses:

Employment Applications- These files are used routinely by the admin. staff to organize applicants resumes, cover letters, references and response letters. If applicants contact the ARRB these files help verify the status of the applicant's employment.

Personal Security Files- These files are used routinely by the Security Officer and Deputy Security Officer to review background investigations for adjudication. The Deputy Security Officer uses these files routinely to verify and pass personnel's clearances to other agencies.

Personnel Files- The Associate Director for Admin. uses these files routinely to answer questions the staff may have concerning their benefits, personnel actions or evaluations.

Time & Attendance Files- The Associate Director for Admin. uses these files routinely to complete time sheets and to maintain leave balances.

Travel & Reimbursement Files- These files are used routinely by the Associate Director for Admin. and the assistant for admin. to reimburse staff for travel and expenses.

Vendor Files- These files are used routinely by the Associate Director for Admin. and the assistant for admin. to pay vendors, order supplies, and pay invoices.

Policies for storing, retrieving, accessing, retaining, disposing:

We have not developed any policies for storing, retrieving, accessing, retaining, and /or disposing of our records.