

# **federal register**

WEDNESDAY, FEBRUARY 9, 1977

PART IV



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## **EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

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**PRIVACY ACT OF 1974**

**Systems of Records**



## EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

### PRIVACY ACT OF 1974

#### Proposed Amendments to Privacy Act Systems of Records

Notice is hereby given that, pursuant to 5 U.S.C. Secs. 301 and 552a and 42 U.S.C. Sec. 2000e-12(a), the Equal Employment Opportunity Commission (Commission) hereby proposes to amend two systems of records it maintains, i.e. systems EEOC-8, Employee Travel Records and EEOC-13, Employee Productivity Listing.

Notices of the existence of systems EEOC-8 and EEOC-13 were published at 40 FR 39221 (August 27, 1975) and 41 FR 45111 (September 30, 1975), respectively. The Commission proposes to re-title the systems, EEOC-8, Employee Travel and Reimbursement Records, and EEOC-13, Employee Performance, Effectiveness and Evaluation System. The substantial changes proposed regarding system EEOC-8 are as follows:

(1) the categories of records maintained in the system are amended to reflect that it contains records of amounts owed and paid to employees as well as amounts owed to the Commission;

(2) the information maintained in the system is to be stored on magnetic tape instead of on prepared forms (i.e. paper); and

(3) the system manager is to be the Chief, Financial Services Division, instead of the Executive Director.

The substantial changes proposed regarding system EEOC-13 are as follows:

(1) the location of the system of records is expanded to include district offices within the Dallas Region;

(2) the system will now include records of the supervisors' performance, as well as their subordinates (this amounts to an additional 25 persons about whom records will be maintained in this system);

(3) the routine uses of these records have been better delineated; and

(4) District Directors will be the system managers of those evaluation records maintained at their offices.

Comments on the proposed amendments to these systems of records may be submitted to the Associate General Counsel, Legal Counsel Division, Office of General Counsel, Equal Employment Opportunity Commission, 2401 E Street, NW., Washington, D.C. 20506. All comments received on or before March 4, 1977 will be considered.

Signed at Washington, D.C. this 31st day of January, 1977.

Ethel Bent Walsh,  
Vice-Chairman.

#### EEOC-8

**System name:** Employee Travel and Reimbursement Records

**System location:** EEOC Headquarters

**Categories of individuals covered by the system:** Current and former EEOC employees

**Categories of records in the system:** Includes travel orders, records of travel advances, amounts owed the agency by employees for travel and other purposes, amounts payable to the employee for travel and other purposes, payments made to the employees for travel and other reimbursable transactions and a record of the difference between the cost of official travel as estimated in the travel order and the amount actually expended by the employee.

**Authority for maintenance of the system:** 44 U.S.C. 396(a).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by authorized personnel in the Financial Services Division at headquarters as a record of planned and completed travel expenses; as a justification of government travel disbursements; and to record accounts receivable from and payable to the government for accounts ad-

vanced to the employee or owed to the employee for official travel and other purposes.

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

**Storage:** Stored on magnetic tape.

**Retrievability:** Indexed by an assigned employee code.

**Safeguards:** Access to any information maintained therein is limited to employees whose official duties require such access.

**Retention and disposal:** The records are maintained for the current fiscal year and two preceding fiscal years. They are then retired to the Federal Records Center.

**System manager(s) and address:** Chief, Financial Services Division, EEOC, 2401 E Street, NW., Washington, D.C. 20506.

**Notification procedure:** Inquiries concerning this system of records should be addressed to the system manager. It is necessary to furnish the following information (1) name (2) social security number (3) mailing address to which the response is to be sent.

**Record source categories:** Bills, receipts, and claims presented by employees and original data generated by the Commission.

#### EEOC-13

**System name:** Employee Performance, Effectiveness and Evaluation System

**System location:** Dallas Regional Office and District Offices within the Dallas Region (See office addresses at 40 F.R. 39222, August 27, 1975.)

**Categories of individuals covered by the system:** Equal Employment Specialists employed within the Dallas Region

**Categories of records in the system:** Names of employees, dates of evaluations, file numbers of compliance files evaluated, and categorization and description of any errors or deficiencies in the investigation or conciliation, job title and/or grade, and tabulation of units of work completed, and quality control data.

**Authority for maintenance of the system:** 44 U.S.C. Sec. 396(a)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by Dallas Regional Director, District Directors and Deputy Directors of District offices within the region for assignment making, for employee evaluation of error patterns, for definition of training needs, and for identification of problems which may be corrected by changing procedures.

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

**Storage:** These records are stored on paper and prepared forms in file folders.

**Retrievability:** This system is indexed alphabetically by the last name of employee or numerically by employee code.

**Safeguards:** The files are locked in file cabinets or stored in desk drawers. Access is limited to Commission employees whose official duties require access.

**Retention and disposal:** Records are retained for two years after preparation or until completion of any grievance, complaint, award, or other action, adverse or otherwise, which may require their retention for longer than two years. They are then destroyed.

**System manager(s) and address:** Director, Dallas Regional Office and Directors of the District offices within the Dallas Region (See addresses of offices published at 40 F.R. 39222, August 27, 1975.)

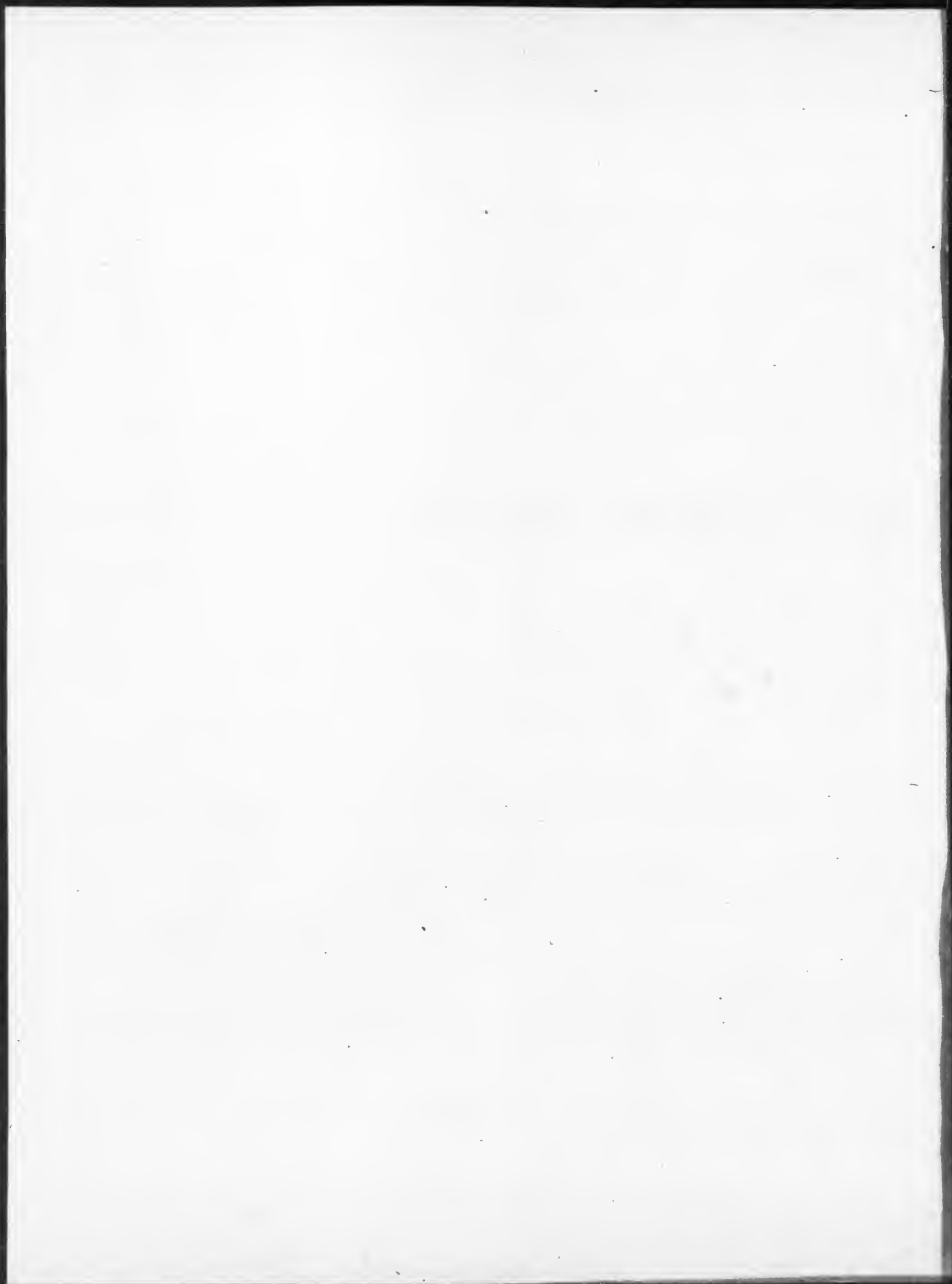
**Notification procedure:** Inquiries concerning this system of records should be addressed to the system manager. It is necessary to furnish the following information in order to identify the individual whose records are requested: (1) the full name of the individual; (2) the district office where the individual is or was employed; (3) social security number; (4) the address to which the response should be sent.

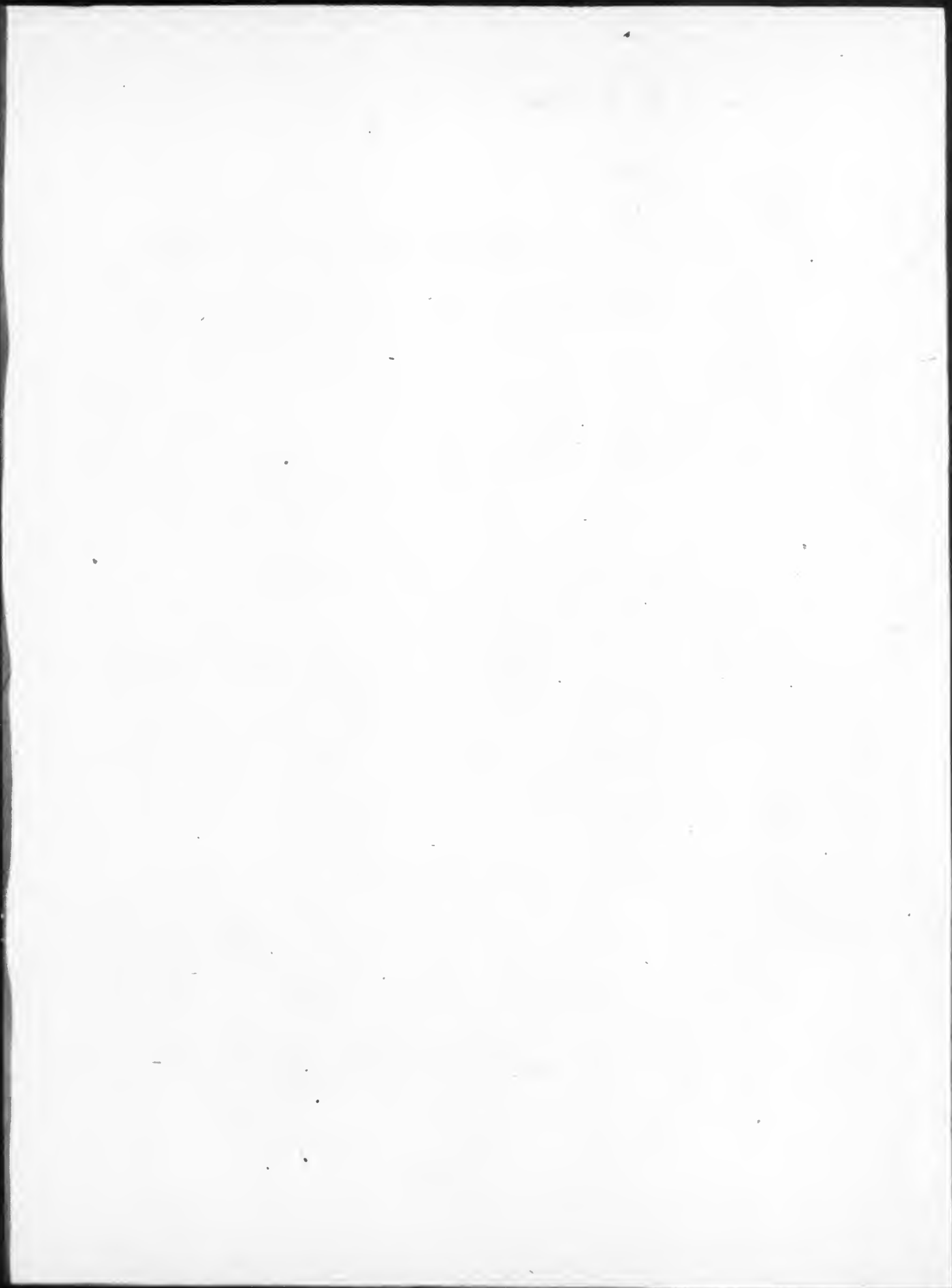
**Record access procedures:** Same as above.

**Contesting record procedures:** Same as above.

**Record source categories:** Work units are submitted by employees. Analyses are made of employees' and supervisors' performance by supervisors and District Director, respectively.

[FR Doc.77-3748 Filed 2-8-77; 8:45 am]





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(Revised as of January 1, 1977)

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