

**SYSTEM NAME AND NUMBER:** BGFRS-1 “FRB—Recruiting, Placement, and Onboarding Records”

**SECURITY CLASSIFICATION:** Unclassified.

**SYSTEM LOCATION:** Records will be maintained at the Board’s central offices located at: Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue NW, Washington, DC 20551. Copies of resumes, applications, supporting documentation, and offer information may also be stored by the hiring managers in their respective Board offices and electronic systems. Some of the records are stored by the Board’s contractor, Oracle Corporation, located at 500 Oracle Parkway Redwood Shores CA, 94065.

**SYSTEM MANAGER(S):** The managers are located at the Board’s central offices in Washington, D.C. The system manager for records for all positions other than those involving the recruitment of economist or research assistant positions at the Board is Lewis Andrews, Sr. Manager, Human Resources Analytics, Systems and Operations, Management Division, (202)-452-3082, or [lewis.e.andrews@frb.gov](mailto:lewis.e.andrews@frb.gov). The system manager for records involving the recruitment of economist or research assistant positions at the Board is Lil Shewmaker, Assistant Director, Division of Research and Statistics, (202)-452-3377, or [lil.shewmaker@frb.gov](mailto:lil.shewmaker@frb.gov).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 10 and 11 of the Federal Reserve Act (12 U.S.C. 244 and 248(l)) and Executive Order 9397.

**PURPOSE(S) OF THE SYSTEM:** These records are collected and maintained to assist the Board in recruiting and hiring individuals for Board employment and onboarding prospective employees. The records will also assist the Board in retaining qualified employees and allow the Board to periodically review its hiring practices.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Persons who seek employment with the Board and prospective Board employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Records in the system include resumes, applications, and supporting documentation submitted by persons seeking employment; information from job fairs; job referrals; notes from interviews; notes on references; onboarding information from prospective employees; offer letters; and other recruiting related documentation, including verification of education, previous government service and/or military status. The records also include information regarding access to and use of the electronic systems. Certain information is also retained to enable the Board's Office of Diversity and Inclusion to monitor and track the Board's recruiting and hiring performance. Ethics-related information including potential conflicts are retained for compliance with the Board's ethics program requirements.

**RECORD SOURCE CATEGORIES:** Information is provided by the individual to whom the record pertains; the individual's references and former employers; Board staff such as recruiters, interviewers, or contractors; job referrals; and official transcripts and other documentation from schools identified by the individual.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** General routine uses A, B, C, D, E, F, G, H, I, and J apply to this system. These general routine uses are located at <https://www.federalreserve.gov/files/SORN-page-general-routine-uses-of-board-systems-of-records.pdf> and are published in the Federal Register at 83 FR 43872 at 43873-74 (August 28, 2018). In addition, records may also be used to disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the

source of the purpose(s) of the request, and identify the type of information requested), when necessary to obtain information relevant to a Board decision to hire or retain an employee, issue a security clearance, conduct a security or suitability investigation of an individual, classify jobs, let a contract, or issue a license, grant, or other benefit.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Paper records in this system are stored in file folders with access limited to staff with a need to know. Electronic records are stored on a secure server with access limited to staff with a need to know.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** Paper and electronic records can be retrieved by name or other personal identifiers.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:** The Board is presently re-evaluating the retention schedule for application records and until the existing retention period is confirmed as appropriate or a new retention period is set, the Board will maintain the records. The Board will maintain onboarding materials for prospective employees who do not enter on duty for one year, in accordance with GRS 2.1 item 142. Relevant application records for applicants who are hired are kept in the employee's official personnel file and maintained in accordance with the System of Records entitled BGFRS-4 "FRB—General Personnel Records." Ethics-related records for applicants who are hired may be maintained in accordance with the System of Records entitled BGFRS-41 "FRB—Ethics Program Records." Onboarding records for hires who become employees of the Board are maintained in accordance with the respective Board system of records for the records including BGFRS-4 "FRB—General Personnel Records," BGFRS-7 "FRB—Payroll and Leave Records," BGFRS-24 "FRB—EEO General Files," and BGFRS-34 "FRB—ESS Staff Identification Card File."

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** Paper records are secured by lock and key and electronic files are stored on secure servers. The system has the ability to track individual user actions within the system. The audit and accountability controls are based on NIST and Board standards which, in turn, are based on applicable laws and regulations. The controls assist in detecting security violations and performance or other issues in the system. Access to the system is restricted to authorized users within the Board who require access for official business purposes. Users are classified into different roles and common access and usage rights are established for each role. User roles are used to delineate between the different types of access requirements such that users are restricted to data that is required in the performance of their duties. Periodic assessments and reviews are conducted to determine whether users still require access, have the appropriate role, and whether there have been any unauthorized changes.

**RECORD ACCESS PROCEDURES:** The Privacy Act allows individuals the right to access records maintained about them in a Board system of records. Your request for access must: (1) contain a statement that the request is made pursuant to the Privacy Act of 1974; (2) provide either the name of the Board system of records expected to contain the record requested or a concise description of the system of records; (3) provide the information necessary to verify your identity; and (4) provide any other information that may assist in the rapid identification of the record you seek.

Current or former Board employees may make a request for access by contacting the Board office that maintains the record. The Board handles all Privacy Act requests as both a Privacy Act request and as a Freedom of Information Act request. The Board does not charge fees to a requestor seeking to access or amend his/her Privacy Act records.

You may submit your Privacy Act request to the—

Secretary of the Board

Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue NW

Washington, DC 20551

You may also submit your Privacy Act request electronically through the Board's FOIA

"Electronic Request Form" located here:

<https://www.federalreserve.gov/secure/forms/efoiaform.aspx>.

**CONTESTING RECORD PROCEDURES:** The Privacy Act allows individuals to seek amendment of information that is erroneous, irrelevant, untimely, or incomplete and is maintained in a system of records that pertains to them. To request an amendment to your record, you should clearly mark the request as a "Privacy Act Amendment Request." You have the burden of proof for demonstrating the appropriateness of the requested amendment and you must provide relevant and convincing evidence in support of your request.

Your request for amendment must: (1) provide the name of the specific Board system of records containing the record you seek to amend; (2) identify the specific portion of the record you seek to amend; (3) describe the nature of and reasons for each requested amendment; (4) explain why you believe the record is not accurate, relevant, timely, or complete; and (5) unless you have already done so in a related Privacy Act request for access or amendment, provide the necessary information to verify your identity.

**NOTIFICATION PROCEDURES:** Same as "Access procedures" above. You may also follow this procedure in order to request an accounting of previous disclosures of records pertaining to you as provided for by 5 U.S.C. 552a(c).

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:** Certain portions of this system of records may be exempt from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) of the Privacy Act pursuant to subsections 5 U.S.C. 552a(k)(2) and (k)(5).

**HISTORY:** This SORN was previously published in the Federal Register at 81 FR 39923 (June 20, 2016) and 73 FR 24984 at 24987 (May 6, 2008). The SORN was also amended to incorporate two new routine uses required by OMB at 83 FR 43872 (August 28, 2018).