

#..SEC-12

System name:

Hearings, Proceedings and Studies--SEC.

System location:

Securities and Exchange Commission, Washington, DC 20549. Duplicate copies of these records may be maintained by SEC Regional and District Offices.

Categories of individuals covered by the system:

Records are maintained on persons who testify, submit statements or otherwise participate in Commission hearings or proceedings such as the Commission Rate Hearings and hearings held in connection with the Institutional Investor Study.

Categories of records in the system:

Records include transcripts of testimony and documents filed by witnesses and others in such hearings or proceedings.

Authority for maintenance of the system:

Title 15, United States Code, Section 77s, 77t(a), 77(u), 78s, 78u, 78v, 79s, 79t, 77sss, 77ttt, 77uuu, 80a-37, 80a-38, 80a-39, 80a-40, 80b-11 and 80b-12.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records and the information in these records may be used as follows:

1. To assist the Commission in developing regulatory and enforcement policies to carry out its functions under the Federal securities laws.
2. To assist the Commission in preparing studies and analyses to be transmitted to the Congress and make public concerning matters within the Commission's jurisdiction or matters that may be appropriately committed to the Commission's jurisdiction.
3. In connection with investigations by the Commission into possible violations of the Federal securities laws.
4. In any proceeding where the Federal securities laws are in issue or in which the Commission or past or present members of its staff is a party or otherwise involved in an official capacity.

In connection with their regulatory and enforcement responsibilities mandated by the Federal securities laws (as defined in section 21(g) of the Securities Exchange Act of 1934, 15 U.S.C. 78u(g)), or state or foreign laws regulating securities or other related matters, records in this system of records may be disclosed to national securities exchanges and national securities associations that are registered with the Commission, the Municipal Securities Rulemaking Board, the Securities Investor Protection Corporation, the federal banking authorities, including but not limited to, the Board of Governors of the Federal Reserve System, the Comptroller of the Currency, and the Federal Deposit Insurance Corporation, state securities regulatory or

law enforcement agencies or organizations, or regulatory or law enforcement agencies of a foreign government.

Records in this system may, in the discretion of the Commission's staff, be disclosed to any person during the course of any inquiry or investigation conducted by the Commission staff, or in connection with civil litigation, if the staff has reason to believe that the person to whom the record is disclosed may have further information about the matters related therein, and those matters appeared to be relevant at the time to the subject matter of the inquiry.

A record or information in this system may be disclosed to any person with whom the Commission contracts to reproduce, by typing, photocopy or other means, any record within this system for use by the Commission and its staff in connection with their official duties or to any person who is utilized by the Commission to perform clerical or stenographic functions relating to the official business of the Commission.

Records or information in records contained in this system may be disclosed to members of advisory committees that are created by the Commission or by the Congress to render advice and recommendations to the Commission or to the Congress, to be used solely in connection with their official, designated functions.

Records or information in the records in this system may be disclosed as a routine use to any person who is or has agreed to be subject to the Commission's rules of conduct, 17 CFR 202.785-1 et seq., and who assists in the investigation by the Commission of possible violations of Federal securities laws (as defined in section 21(g) of the Securities Exchange Act of 1934, 15 U.S.C. 78u(g)), in the preparation or conduct of enforcement actions brought by the Commission for such violations, or otherwise in connection with the Commission's enforcement or regulatory functions under the Federal securities laws.

Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage:

Records are maintained in hard copy form.

Retrievability:

Individual name access is provided through the SEC Name-Relationship Index system.

Safeguards:

Records generally are available for public inspection. They are kept in an office that is locked at night and in a building having a 24-hour security guard.

Retention and disposal:

These records are maintained in-house at the Commission's central records office for three years, then transferred to the Federal Records Center for storage. They are destroyed after 25 years, in accordance with the Commission's formal Records Control Schedule outlined at 17 CFR 200.80f.

System manager(s) and address:

Records Officer, Office of Filings and Information Services,
Securities and Exchange Commission, Operations Center, 6432 General
Green Way, Mail Stop A-1, Alexandria, VA 22312-2413.

Notification procedure:

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, Securities and Exchange Commission, Operations Center, 6432 General Green Way, Mail Stop O-5, Alexandria, VA 22312-2413.

Record access procedures:

Persons wishing to obtain information on the procedures for gaining access to or contesting the contents of these records may contact the Privacy Act Officer, Securities and Exchange Commission, Operations Center, 6432 General Green Way, Mail Stop O-5, Alexandria, VA 22312-2413.

Contesting record procedures:

See Record access procedures above.

Record source categories:

Transcripts of hearings, documents, reports and other submissions made to the SEC.