

#..SEC-25

**System name:**

Office of Public Affairs, Policy Evaluation and Research Records--SEC.

**System location:**

Securities and Exchange Commission, Washington, DC 20549. Records may be maintained by regional and branch offices.

**Categories of individuals covered by the system:**

Records are maintained on SEC Commissioners and other SEC officials, business and financial reporters and editors.

**Categories of records in the system:**

Records include speeches by Commissioners and other Commission officials; telephone numbers and addresses of reporters and editors.

**Authority for maintenance of the system:**

Information is given voluntarily to the Office of Public Affairs.

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

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

1. To contact members of the press when information of interest to their respective publications is made public.
2. To respond to requests for copies of speeches given by SEC Commissioners.
3. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel research or other personnel management functions. 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:**

The speeches are kept in a filing cabinet and the press list is kept in a card index box.

**Retrievability:**

Speeches are indexed by name and date. The press list is indexed by name and publication.

**Safeguards:**

Office of Public Affairs is locked after working hours. The building where the records are maintained has a 24-hour security guard.

**Retention and disposal:**

Records are kept indefinitely.

**System manager(s) and address:**

Director, Office of Public Affairs, Policy Evaluation and Research, Securities and Exchange Commission, 450 Fifth Street NW, Washington, DC 20549.

**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:**

Information is given voluntarily by reporters and editors and persons requesting copies of speeches.