

## OPM INTERNAL-13

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***System Name:***

Parking Program Records.

***System Location(s):***

U.S. Office of Personnel Management, Office of Contracting and Administrative Services, 1900 E Street NW., Washington, DC 20415-7100.

***Categories of Individuals Covered by the System:***

Current OPM employees and others who use OPM parking facilities.

***Categories of Records in the System:***

This system contains records relating to the administration of the parking permit system for OPM's central office at the Theodore Roosevelt Office Building, 1900 E Street NW, Washington, DC. The records include information such as name; Social Security Number; employing organization; assigned permit number; home and office telephone numbers; home address; vehicle information; duty hours and location; and medical information when necessary.

***Authority for Maintenance of the System:***

Includes the following with any revisions or amendments:

Federal Property and Administrative Services Act of 1949, as amended, and 5 U.S.C. 301.

***Purpose(s):***

The records are used to administer the parking program at OPM, collect information for tax purposes, and compare records with other Federal agencies to ensure parking privileges are not abused. These records may also be used to locate individuals for personnel research.

***Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:***

Routine uses 1, 3 through 7, and 11, of the Prefatory Statement at the beginning of OPM's system notices (60 FR 63075, effective January 17, 1996) apply to the records maintained within the system. The routine uses listed below are specific to this system of records only.

- a. To disclose information to the Internal Revenue Service and State and local tax authorities.
- b. To disclose information to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.
- c. To disclose information in computer matching activities, including comparison of parking records with other Federal agencies, and for the purpose of assigning tax liabilities related to the fringe benefit accrual value of parking.
- d. To disclose information to OPM's Medical Doctor for approving parking based on a person's disability.

## **Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:**

Storage:

These records are maintained in file folders and in an automated data base.

### ***Retrievability:***

These records are retrieved by the names, Social Security Numbers, permit numbers, addresses, or vehicle information of the individuals on whom they are maintained.

### ***Safeguards:***

Access is only to authorized personnel whose duties require access.

### ***Retention and Disposal:***

These records are maintained for varying periods of time, in accordance with NARA General Records Schedules 2 (pay) and 11 (parking permits). Disposal of manual records is by shredding or burning; electronic data is erased.

### ***System Manager(s) and Address(es):***

Facility Services Division, Security Office, Office of Contracting and Administrative Services, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-7100.

### ***Notification Procedure:***

Individuals wishing to determine whether this system of records contains information on them should contact the system manager. Individuals must furnish the following for their records to be located and identified:

- a. Full name.
- b. Parking permit number (if appropriate).
- c. Vehicle license number (if appropriate).
- d. Social Security Number.

### ***Record Access Procedures:***

Individuals wishing to request access to records about them should contact the system manager. Individuals must furnish the following for their records to be located and identified:

- a. Full name.
- b. Parking permit number (if appropriate).
- c. Vehicle license number (if appropriate).
- d. Social Security Number.

Individuals requesting access must also follow the OPM's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR part 297).

### ***Contesting Record Procedures:***

Individuals wishing to request amendment of records about them should contact the system manager. Individuals must furnish the following for their records to be located and identified:

- a. Full name.
- b. Parking permit number (if appropriate).
- c. Vehicle license number (if appropriate).
- d. Social Security Number.

Individuals requesting amendment must also follow OPM's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR part 297).

***Record Source Categories:***

Information in this system of records is obtained from:

- a. The individuals to whom the records pertain.
- b. Information taken from official OPM records.
- c. Other Federal agency parking records.
- d. OPM Medical Doctors when disability determinations are requested.