



NATIONAL CREDIT UNION ADMINISTRATION  
Washington, D.C. 20456

GC/LT:sg  
3226

June 19, 1987

Office of General Counsel

Ms. Wendy L. Gramm  
The Office of Management and Budget  
Office of Information and Regulatory Affairs  
NEOB Room 3235  
Washington, DC 20503

Dear Ms. Gramm:

Enclosed please find the original and two copies of the National Credit Union Administration's 1986 Annual Privacy Act Report. If questions arise, please contact Hattie Ulan of the Office of General Counsel at (202) 357-1030.

Sincerely,

A handwritten signature in cursive script, appearing to read 'S. Bisker'.

STEVEN R. BISKER  
Assistant General Counsel

LT:sg

Enclosures

FOIA

Vol IV . 62

Privacy Act

## National Credit Administration Annual Privacy Act Report - 1986

### 1. Call Detail Guidance:

The NCUA is in the process of considering the adoption of a long distance telephone call detail system of records as described in the OPM guidelines, 52 Fed. Reg. 12990, 4/20/87. Enclosed is a memorandum that was forwarded to all NCUA employees working in the Central and Regional Offices concerning personal use of NCUA telephones.

### 2. Annual Report Requirements - Information supplied pursuant to Appendix 1 to OMB Circular A-130.

#### a. Privacy Act Annual Report

- (1) Number of NCUA active systems of records: 23.
- (2) Number of public comments NCUA has received on Agency publications and implementation activities: 0.
- (3) Number of requests from individuals for access to records about themselves in systems of records that cited the Privacy Act in support of their requests: 178.
- (4) Number of requests granted in whole: 169.  
Number of requests partially granted: 8.  
Number of requests totally denied: 0.  
Number of requests for which no record was found: 1.
- (5) Number of amendment requests from individuals to amend records about them in systems of records that cited the Privacy Act in support of their requests: 0.
- (6) Number of amendment requests granted in whole or part, denied in whole, and for which no record was found: 0.
- (7) Number of appeals of access and amendment denials and the results of such appeals: 0.
- (8) Number of instances in which individuals litigated the results of appeals of access or amendment, and results of such litigation: 0.
- (9) Number and description of matching programs participated in either as source or matching agency: 0.

Questions a. through f. as found in OMB's May 11, 1987, memorandum and NCUA's answers thereto follow:

- a. Q. When was the last time your agency published a

complete update of its systems notices? Would it be useful to have a requirement for a government-wide update on a regular basis, e.g., every five years?

A. The last published complete update of NCUA's systems notices was in December 1981, See 46 Fed. Reg. 63141, 12/30/81. A regular government-wide update of systems notices would be useful to the Agency. The NCUA is in the process of determining an appropriate time period, to maximize the benefits of such an update.

b. Q. Does your agency maintain any government-wide systems of records? Identify each by name and identification number (if any). When was the last time your agency published an update of its government-wide notices?

A. Yes: List of government-wide systems notices.

1. OPM/Govt-1, General Personnel Records, 49 Fed. Reg. 36954, 9/20/84.

2. OPM/Govt-2, Employee Performance File System Records, 49 Fed. Reg. 36958, 9/20/84.

3. OPM/Govt-3, Records of Adverse Actions and Actions Based on Unacceptable Performance, 49 Fed. Reg. 36961, 9/20/84.

4. OPM/Govt-4, Executive Branch Public Financial Disclosure Reports and Other Ethics Program Records, 49 Fed. Reg. 36962, 9/20/84.

5. OPM/Govt-5, Recruiting, Examining, and Placement Records, 49 Fed. Reg. 36964, 9/20/84.

c. Q. Your Agency should have reviewed the routine uses associated with each of its record systems during the past year. Discuss results and any actions taken.

A. The National Credit Union Administration is planning to review all of its systems of records and the Agency recordkeeping and disposal policies and practices, within a year in order to update and assure compliance with the Privacy Act [5 U.S.C. §552a]. The NCUA will be examining closely the routine use disclosures associated with each system of records in order to ensure that the recipient's use of such records continues to be compatible with the purpose for which the disclosing agency originally collected the data. A determination will be made as to whether any new systems should be added or current systems modified.

d. Q. For any Matching Programs your agency conducted and reported to OMB during CY 1985, briefly describe any

activities you took to follow-up any hits these programs produced. List numbers of hits produced; dollar amounts identified; actions to verify amounts identified; any recoveries made.

A. The NCUA was not involved in any Matching Program in 1986.

e. Q. What is the role of the agency Privacy Act officer in the operation of agency matching programs?

A. Not applicable; see d above.

f. Q. Who is responsible for:

(1) Identifying contractual situations calling for the application of Section (m) of the Privacy Act.

A. Ben R. Henson  
Director, Administrative Office  
National Credit Union Administration  
1776 G. Street, NW  
Washington, DC 20456  
Telephone: (202) 357-1055

(2) Ensuring that such contracts are in conformance with the provisions of Section (m) of the Privacy Act? Are the contracts written in such a way as to relate the requirements of the Privacy Act to the activity for which the agency is contracting, or does the agency meet the Section (m) requirement by the inclusion of boilerplate language?

A. Ben R. Henson  
Director, Administrative Office  
National Credit Union Administration  
1776 G Street, NW  
Washington, DC 20456  
Telephone: (202) 357-1055

The National Credit Union Administration utilizes boilerplate language in contractual situations calling for the application of Section (m) of the Privacy Act to assure compliance with such requirements.

(3) Keeping track of the number of contracts that contain Section (m) requirements? Provide number of such contracts for CY 1986, if available.

A. Ben R. Henson  
Director, Administrative Office  
National Credit Union Administration  
Washington, DC 20456  
Telephone (202) 357-1055

The number of contracts that contain Section m requirements for CY 1986 is not available.

Attachment