

***System Name:***

Telephone Call Detail Program Records

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

Division of Information Systems, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

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

All employees (permanent, temporary, part or full time) and all contractors, sub-contractors, consultants, volunteers and other persons who use the National Science Foundation telephone system or who make telephone calls charged to NSF.

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

Records relating to use of NSF telephones to place both local and long distance calls; records relating to NSF calling cards and "800" numbers; records indicating assignment of telephone extension numbers to employees and other covered individuals; and records relating to location of telephone extensions.

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

42 U.S.C. 1870; 44 U.S.C. 3101.

***Purpose(s):***

The purpose of this system of records is to aid NSF in planning its future telecommunications needs, and to control agency telephone costs by ensuring that NSF telephones and calling cards are used for authorized purposes only and by determining individual accountability for telephone, calling cards and "800" number usage.

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

Records in this system may be disclosed to:

1. Members of Congress or a Congressional office in response to an inquiry from that Member or office made at the request of the individual to whom the record pertains.

2. Federal Government contractors, grantees, consultants, volunteers or other persons who have been engaged to assist the Government in the performance of a contract, grant, cooperative agreement or other activity related to this system of records and who need to have access to the records in order to perform the activity. Recipients are required to maintain the records in accordance with the requirements of the Privacy Act.
3. Federal agencies that have requested information relevant to a decision in connection with the hiring or retention of an employee; the reporting of an investigation on an employee; the letting of a contract; or the issuance of a security clearance, license, grant, or other benefit by the requesting agency.
4. Appropriate Federal, State, local or foreign agencies responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation or order, where there is an indication of a violation or potential violation of the statute, rule, regulation or order and the information disclosed is relevant to the matter.
5. Department of Justice to the extent that each disclosure is compatible with the purpose for which the record was collected and is relevant and necessary to litigation or anticipated litigation in which one of the following is a party or has an interest: (a) NSF or any of its components, (b) an NSF employee in his/her official capacity, (c) as NSF employee in his/her individual capacity where the Department of Justice is representing or considering representation of the employee, or (d) the United States where NSF determines that the litigation is likely to affect the Agency.
6. Appropriate Federal or State Court, or other adjudicative body or grand jury, or in an administrative or regulatory proceeding, to the extent that each disclosure is compatible with the purpose for which the record was collected and is relevant and necessary to the proceeding in which one of the following is a party or has an interest: (a) NSF or any of its components, (b) an NSF employee in his/her official capacity, (c) an NSF employee in his/her individual capacity where the Department of Justice is representing or considering representation of the employee, or (d) the United States where NSF determines that the litigation is likely to affect the Agency. Such disclosures include, but are not limited to, those made in the course of presenting evidence, conducting settlement negotiations, and responding to requests for discovery.
7. Representatives of the General Services Administration and the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.
8. Telecommunications company and/or the General Services Administration providing telecommunications support to verify billing or permit servicing the account.
9. Current and former NSF employees, contractors, subcontractors, consultants, volunteers, and other persons to determine their individual responsibility for telephone calls.

Disclosure to consumer reporting agencies:

Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made from this system to a consumer reporting agency as defined in the Fair Credit system to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

***Storage:***

Records are maintained manually as hard copy in file folders, on diskettes and/or magnetic tapes.

***Retrievability:***

Records are retrieved by originating and destination telephone numbers, responsible individuals, call date, call time, call duration, destination city and state, and calling charge.

***Safeguards:***

Access to these records is limited to NSF employees, contractors, subcontractors, and other persons who are performing services on behalf of the NASF and have an official need for the records in the performance of their duties. Hard copy records are maintained in rooms that are locked during non-business hours. Automated records are protected from unauthorized access through password identification procedures and other system-based protection methods.

***Retention and Disposal:***

Records are disposed of in accordance with the National Archives and Records Administration, General Records Schedule 12.

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

Director, Division of Information Systems, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

***Notification Procedure:***

The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR part 613. The system manager may require additional information to verify the "need to know" and identity of the requester.

***Record Access Procedures:***

See "Notification Procedures" above.

***Contesting Record Procedures:***

See "Notification Procedures" above.

***Record Source Categories:***

NSF employees, contractors and other persons who are performing services on behalf of the agency; telephone assignment and locator records; GSA and other phone companies.

***Systems Exempted from Certain Provisions of the Act:***

None.

2. Five New Privacy Act Systems of Records Being Established by NSF. NSF System of Records NSF-54, "Reviewer/Fellowship and Other Awards File and Associated Records," is being established to incorporate all records maintained in administering the review of NSF Fellowship applications submitted to the Foundation. Four additional systems are also being established.

The records are used to administer programs in the Polar Regions: (1) NSF-62, "Antarctica Service Medals," (2) NSF-63, "Diving Safety Records (Polar Regions)," (3) NSF-64, "Radiation Safety Records (Polar Regions)," and (4) NSF-65, "Accident and Injury Reports (Antarctic)."