



[6705-01-P]

**FARM CREDIT ADMINISTRATION**

**Privacy Act of 1974; System of Records**

**AGENCY:** Farm Credit Administration.

**ACTION:** Notice of a Modified System of Records.

**SUMMARY:** Pursuant to the provisions of the Privacy Act of 1974, as amended, notice is hereby given that the Farm Credit Administration (FCA or Agency) is amending an existing system of records, FCA-4-Biographical Files-FCA.

**DATES:** You may send written comments on or before (Insert 30 days after publication in the Federal Register). FCA filed an amended System Report with Congress and the Office of Management and Budget on June 8, 2020. This notice will become effective without further publication on (Insert 40 days after publication in the Federal Register) unless modified by a subsequent notice to incorporate comments received from the public.

**ADDRESSES:** We offer a variety of methods for you to submit your comments. For accuracy and efficiency, commenters are encouraged to submit comments by e-mail or through the FCA's Web site. As facsimiles (fax) are difficult for us to process and achieve compliance with section 508 of the Rehabilitation Act, we are no longer accepting comments

submitted by fax. Regardless of the method you use, please do not submit your comment multiple times via different methods. You may submit comments by any of the following methods:

- E-mail: Send us an e-mail at [reg-comm@fca.gov](mailto:reg-comm@fca.gov).
- FCA Web site: <http://www.fca.gov>. Click inside the "I want to..." field, near the top of the page; select "comment on a pending regulation" from the dropdown menu; and click "Go." This takes you to an electronic public comment form.
- Mail: David Grahn, Director, Office of Regulatory Policy, Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090.

You may review copies of comments we receive at our office in McLean, Virginia, or from our Web site at <http://www.fca.gov>. Once you are in the Web site, click inside the "I want to..." field, near the top of the page; select "find comments on a pending regulation" from the dropdown menu; and click "Go." This will take you to the Comment Letters page, where you can select the SORN for which you would like to read public comments. The comments will be posted as submitted but, for technical reasons, items such as logos and special characters may be omitted. Identifying information that you provide, such as phone numbers and addresses, will be publicly available.

However, we will attempt to remove e-mail addresses to help reduce Internet spam.

**FOR FURTHER INFORMATION CONTACT:**

Autumn R. Agans, Privacy Act Officer, Farm Credit Administration, McLean, Virginia 22102-5090, (703) 883-4020, TTY (703) 883-4019.

**SUPPLEMENTARY INFORMATION:** This publication satisfies the requirement of the Privacy Act of 1974 that agencies publish a system of records notice in the Federal Register when there is a revision, change, or addition to the system of records.

The Biographical Files-FCA system is used to inform the public about the background of FCA officials and other employees. The Agency is updating the notice to reflect changes to the system purpose, the categories of individuals and records, to add a new routine use, to include more details, and to make administrative updates and non-substantive changes to conform to the SORN template requirements prescribed in the Office of Management and Budget (OMB) Circular No. A-108. The substantive changes and modifications to the currently published version of FCA-4-Biographical Files-FCA include:

1. Identifying the records in the system as unclassified.

2. Updating the system location to reflect the system's current location.
3. Expanding and clarifying the categories of individuals and categories of records in the system to ensure they are consistent with the purpose for which the records are collected.
4. Updating and clarifying the purpose for which the records are collected.
5. Clarifying the routine uses for which information in the system may be disclosed and adding a routine use for the disclosure of certain information, provided by employees voluntarily, as part of the Agency's public affairs initiatives.
6. Revising and clarifying how records may be stored and retrieved.
7. Revising the retention and disposal section to reflect updated guidance from the National Archives and Records Administration.
8. Revising the safeguards section to reflect updated cybersecurity guidance and practices.

Additionally, non-substantive changes have been made to the notice to align with the latest guidance from OMB.

The amended system of records is: FCA-4-Biographical Files-FCA. As required by 5 U.S.C. 552a(r) of the Privacy

Act, as amended, FCA sent notice of this proposed system of records to the Office of Management and Budget, the Committee on Oversight and Government Reform of the House of Representatives, and the Committee on Homeland Security and Governmental Affairs of the Senate. The notice is published in its entirety below.

**System Name and Number:**

FCA-4-Biographical Files-FCA.

**Security Classification:**

Unclassified.

**System Location:**

Office of Congressional and Public Affairs, Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090.

**System Manager:**

Director, Office of Congressional and Public Affairs, Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090.

**Authority for Maintenance of the System:**

12 U.S.C. 2243, 2252.

**Purposes of the System:**

FCA uses information in this system of records to develop informational materials about Agency employees.

Information may also be used, with the consent of persons

to whom the information pertains, in support of Agency public affairs initiatives, such as for recruitment and retention.

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

Current and former FCA employees and FCA Board members.

**Categories of Records in the System:**

This system contains biographical information and photographs for disclosure to the media and the public, which are provided voluntarily by employees and Board members. Information includes, but is not limited to: (a) name and biographical information, such as place of birth or hometown; (b) employment information, such as official title(s) or position(s), previous positions or titles held or previous employers, work history and experience; (c) photographs, video images, and voice recordings; (d) education, including degrees held, areas of study, and schools attended; (e) military experience, if applicable; (f) civic duties and previous awards; and (g) hobbies and personal interests.

**Record Source Categories:**

FCA employee on whom the record is maintained.

**Routine Uses of Records Maintained in the System, Including**

**Categories of Users and Purposes of Such Uses:**

See the "General Statement of Routine Uses" (64 FR 8175).

The information collected in the system will be used in a manner that is compatible with the purposes for which the information has been collected and, in addition to the applicable general routine uses, may be disclosed for the following purposes:

- 1) We may disclose certain information in this system of records to the public by (a) posting copies of such records on FCA's Web site, [www.fca.gov](http://www.fca.gov), authorized FCA social media accounts, or by other electronic or non-electronic means; (b) to the news media; or (c) to audiences attending a particular event, conference, or meeting when the biographies of speakers are used as background in introductions or included in other informational material. Such disclosures would be limited to those for which there is a legitimate public interest in the disclosure of the information, the disclosure would not constitute an unwarranted invasion of personal privacy, or when explicit consent is granted by the person to whom the disclosed information pertains.

Disclosure to consumer reporting agencies: None.

**Policies and Practices for Storage of Records:**

Records are maintained in file folders and electronically in a computerized database.

**Policies and Practices for Retrieval of Records:**

Records are retrieved by name.

**Policies and Procedures for Retention and Disposal of Records:**

Records are retained in accordance with the National Archives and Records Administration's General Records Schedule requirements, and with the FCA Comprehensive Records Schedule.

**Administrative, Technical, And Physical Safeguards:**

FCA implements multiple layers of security to ensure access to records is limited to those with a need-to-know in support of their official duties. Physical records are safeguarded in a secured environment using locked file rooms, file cabinets, or locked offices and other physical safeguards. Computerized records are safeguarded through use of user roles, passwords, firewalls, encryption, and other information technology security measures.

**Record Access Procedures:**

To obtain a record, contact: Privacy Act Officer, Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090, as provided in 12 CFR part 603.

**Contesting Record Procedures:**

Direct requests for amendments to a record to: Privacy Act Officer, Farm Credit Administration, 1501 Farm Credit

Drive, McLean, VA 22102-5090, as provided in 12 CFR part 603.

**Notification Procedure:**

Address inquiries about this system of records to: Privacy Act Officer, Farm Credit Administration, McLean, VA 22102-5090.

**Exemptions Promulgated for the System:**

None.

**History:**

Federal Register Vol. 64, No. 100/ Tuesday, May 25, 1999  
page 21875

Vol. 70, No. 183 / Thursday, September 22, 2005, page  
55621

Dated: July 28, 2020.  
Dale Aultman,  
Secretary,

Farm Credit Administration Board.