

Privacy Act of 1974: System of Records

AGENCY: Commodity Futures Trading Commission.

ACTION: Notice of new system of records.

SUMMARY: The Commodity Futures Trading Commission is updating its systems of records maintained under the Privacy Act to include data from the electronic key card systems used by the Commission in its Headquarters Office in Washington, D.C. and its regional offices in Chicago, Los Angeles and Kansas City. A similar electronic system is expected to be in place in the Commission's Minneapolis, Minnesota office in 1997. This notice is intended to inform the public of the existence and character of this system of records. The Commission is also proposing routine uses for this system.

DATES: Effective date of system: June 11, 1996, unless comments are received by the Commission which require a different determination.

Comments concerning routine uses must be received on or before June 3, 1996.

ADDRESSES: Comments concerning routine uses should be addressed to Jean A. Webb, Secretary, Commodity Futures Trading Commission, Three Lafayette Centre, 1155 21st Street NW., Washington, DC 20581.

FOR FURTHER INFORMATION CONTACT: Susan Nathan, Office of General Counsel, (202) 418-5120, Lisa La Chance, Office of Administrative Services, (202) 418-5167, Commodity Futures Trading Commission, Three Lafayette Centre, 1155 21st Street NW., Washington, DC 20581.

SUPPLEMENTARY INFORMATION: In accordance with the Privacy Act of 1974, 5 U.S.C. 552a, and the Commission's implementing regulations, 17 CFR part 146, the Commission is publishing a description of a new system of records. The Commission's Office of Administrative Services is responsible for the Commission's physical plant, including leasing, maintenance and physical security. Generally, leases for Commission office space include provisions that the landlord is to provide adequate security, at least comparable to industry norms for the geographic area, to include an electronic key card system which will, *inter alia*, limit physical access to some or all of the space leased by the Commission. The key card systems for the headquarters, Kansas City and Los Angeles locations are maintained by the respective landlords. The key card

system for the office suites in the Commission's Chicago office is maintained by the Commission, while the after business hours key card system for the elevators in the Chicago office is maintained by the landlord.

As part of such a system, Commission employees are each provided with separately identifiable key cards and each use of any key card is recorded on the landlord's computerized tracking system, or the Commission's system in the case of the Chicago office. Similarly, representatives of the landlords, including maintenance and custodial personnel have key cards. Visitors may be temporarily issued key cards by the Commission.

Upon request to a landlord by the Director, Office of Administrative Services (or his/her designee), the landlord will provide a print-out of recorded use of one or more key cards within a block of time. Printouts usually contain the number of the key card and the name of the person to whom that key card is assigned.

Principally this system of records consist of the data obtained from a landlord. It also includes, however, the records maintained by the Commission for the Chicago office suite. None of the Commission's landlords is a government entity, and the system of records does not include any information on usage of key cards held solely by a landlord. Accordingly, no person may, under section 552a(d), obtain information concerning material solely in a landlord's possession concerning themselves, *see* Notification Procedures, *infra*. If should be noted, however, that the Commission's landlords represent that in the ordinary course they retain this data for no more than six months. The Commission retains its records for the Chicago office for about 90 days.

The principal purposes of the key card system relate to security of personnel and property. Information about usage may, however, be accessed for security and non-security purposes.

Thus, in the case of a theft on agency premises, a printout or similar document would be obtained showing entries into the relevant portion of the premises. This information might be conveyed to local or other law enforcement authorities. If a question arose whether an agency employee had in fact been at his or her workstation during non-business hours for purposes of a claim for overtime pay, the records of key card usage might be accessed to confirm or rebut the claim. The Commission does not, however, use the key card system for regular, routine time and attendance purposes. See 5 U.S.C. 6106. The system may also be used for

analysis of traffic and similar space usage purposes and may be accessed as part of service of data processing systems.

Accordingly, the Commission proposes the establishment of the following system of records:

CFTC-33**SYSTEM NAME:**

Electronic key card usage.

SYSTEM LOCATION:

Office of Administrative Services, Commodity Futures Trading Commission, Three Lafayette Center, 1155 21st Street NW., Washington, DC 20581.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 2(a)(2)(A)(b) and 12(b)(3), Commodity Exchange Act, 7 U.S.C. 4a(e) and 16(b)(3).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Commission's "General Statement of Routine Uses," Nos. 1, 2, 6 and 7, Privacy Act Issuances, 1991 Comp., Vol. IV, p. 144. In addition, information contained in this system may be disclosed by the Commission (1) to any person in connection with architectural, security or other surveys concerning use of office space and (2) to employees and contractors for the purpose of maintenance or service of data processing systems.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Paper records in file folders, computer diskettes and computer memory.

RETRIEVABILITY:

By name of the subject, by assigned key card number, by time period and by entry point.

SAFEGUARDS:

Information from the Commission's landlords' data bases may only be requested from the landlords by the Director of the Office of Administrative Services, or his/her designee. The Commission maintains all key card usage records in limited access areas at all times.

RETENTION AND DISPOSAL:

In accordance with the general record schedules and the Commission's record management handbook the records in the system are considered temporary and are destroyed when no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administrative Services, Commodity Futures Trading Commission, 1155 21st Street NW., Washington, DC 20581.

NOTIFICATION PROCEDURES:

Individuals seeking to determine whether the system of records contains information about themselves, seeking access to records about themselves in the system of records or contesting the content of records about themselves should address written inquiries to the FOIA, Privacy and Sunshine Acts Compliance Staff, Commodity Futures Trading Commission, 1155 21st Street NW., Washington, DC 20581. The system of records and the notification, access and challenge procedures apply only to records of key card usage in the Commission's actual possession. None of these applies to any information solely in a landlord's possession.

RECORD ACCESS PROCEDURES:

See "Notification Procedures," above.

CONTESTING RECORD PROCEDURES:

See "Notification Procedures," above.

RECORD SOURCE CATEGORIES:

With one exception, information in the system is supplied by the Commission's landlords, typically on request. Information supplied is a record of use of electronic key cards and in that sense the information is obtained directly from the users of the key cards. Information in the data base maintained in Chicago by the Commission itself is also merely recorded usage of electronic key cards and similarly is obtained directly from the user of the key card.

Issued in Washington, DC, on April 26, 1996, by the Commission.

Jean A. Webb,

Secretary of the Commission.

[FR Doc. 96-10866 Filed 5-1-96; 8:45 am]

BILLING CODE 6351-01

COMMISSION ON CIVIL RIGHTS**Sunshine Act Meeting**

AGENCY: U.S. Commission on Civil Rights.

DATE AND TIME: Friday, May 10, 1996, 9:30 a.m.

PLACE: U.S. Commission on Civil Rights, 624 Ninth Street, NW., Room 540, Washington, DC 20425.

STATUS:

Agenda

I. Approval of Agenda

II. Approval of Minutes of April 12, 1996 Meeting

III. Announcements

IV. Staff Director's Report

V. General Programmatic Theme—FY 1998—

VI. Commission's Subpoena Power

VII. Future Agenda Items

CONTACT PERSON FOR FURTHER INFORMATION:

Barbara Brooks, Press and Communications (202) 376-8312.

Dated: April 30, 1996.

Stephanie Y. Moore,

Acting Solicitor.

[FR Doc. 96-11095 Filed 4-30-96; 2:21 pm]

BILLING CODE 6335-01-M

DEPARTMENT OF DEFENSE**Department of the Navy**

Community Redevelopment Authority and Available Surplus Buildings and Land at Military Installations Designated For Realignment: Naval Air Station, Key West, FL

SUMMARY: This Notice provides information regarding the Redevelopment Authority that has been established to plan the reuse of portions of the Naval Air Station, Key West, Florida, and the surplus property that is located at that base closure site.

FOR FURTHER INFORMATION CONTACT: John J. Kane, Director, Department of the Navy, Real Estate Operations, Naval Facilities Engineering Command, 200 Stovall Street, Alexandria, VA 22332-2300, telephone (703) 325-0474, or Mr. E. R. Nelson Jr., Director, Real Estate Division, Southern Division, Naval Facilities Engineering Command, North Charleston, S.C. 29419-9010, telephone (803) 820-7494. For more detailed information regarding particular properties identified in this Notice (i.e., acreage, floor plans, sanitary facilities, exact street address, etc.), contact Mr. Richard Davis Air Station, Key West, FL. 33040-9001, telephone (305) 293-2133.

SUPPLEMENTARY INFORMATION: In 1995, the Naval Air Station, Key West, Florida was designated for realignment pursuant to the Defense Base Closure and Realignment Act of 1990, Public Law 101-510, as amended. Pursuant to this designation, on 27 September 1995, land and facilities at this installation were declared excess to the Department of the Navy and available for use by other federal agencies. Approximately 35 acres of land improved with 10 buildings has been requested for transfer by other federal agencies. That property is not included in this notice.

Notice of Surplus Property

Pursuant to paragraph (7)(B) of Section 2905(b) of the Defense Base Closure and Realignment Act of 1990, as amended by the Base Closure Community Redevelopment and Homeless Assistance Act of 1994, the following information regarding the redevelopment authority for and surplus property at the Naval Air Station, Key West, FL. is published in the Federal Register:

Redevelopment Authority: The redevelopment authority for the Naval Air Station, Key West, FL. for purposes of implementing the provisions of the Defense Base Closure and Realignment Act of 1990, as amended, is the Naval Properties Local Redevelopment Authority, Mr. Paul Cates, of Key West, 525 Angela Street, Key West, FL 33040-1409. telephone (305) 294-8100 is the point of contact.

Surplus Property Descriptions: The following is a listing of the land and facilities at the Naval Air Station, Key West, FL. that are declared surplus to the federal government. The property is located at 10 separate sites as identified below.

Old Commissary Building: Land—1.82 acres; Buildings—One 43,130 square foot historical commissary building. Two miscellaneous utility plant buildings, one is 40 square feet, the other is 170 square feet; Structures—3.024 square yards of parking areas. 139 linear feet of fencing. The property will be available September 1998.

Poinciana-Housing: Land—36.16 acres; Buildings—Forty Eight (48) family housing buildings comprising 204 Housing Units, totaling approximately 252,272 square feet. Buildings, utilities, streets, parking areas, recreation area, sidewalks, fencing, and all other Class II property at Poinciana Housing. Housing area estimated to be vacated in 1999.

Hawk Missile Site—(KW-65): Land—23.77 acres; The site is currently vacant and available.

East Martello Battery: Land—43.73 acres including earth covered, reinforced, concrete magazine structure. Area will be available sometime in 1997.

Maine Memorial Cemetery Plot: Land—0.12 acres; Area is available immediately.

Peary Court Cemetery: Land—1 acre; Area is available immediately.

Portion of Trumbo Point Annex—Tank Farm Area: Land—16 acres Including Diesel Tank Farm Maintenance Facilities, etc.;

Comments—Easements will be retained for electricity, water, sewers, etc.; Area