

management. When personnel records in the custody of GSA are covered in a record system published by OPM as a Governmentwide record system, they are considered part of that system. Other personnel record systems covered by notices published by GSA as separate systems may also be transferred to OPM as a routine use.

h. To disclose information to a Member of Congress or to a congressional staff member in response to a request from the person who is the subject of the records.

i. To disclose information to an expert, consultant, or contractor of GSA in performing a Federal duty.

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

**STORAGE:**

Paper records are kept in file folders and card files. Computer tapes and disks are kept in cabinets.

**RETRIEVABILITY:**

Records are retrieved at each location by name or social security number.

**SAFEGUARDS:**

When not in use, records are stored in a locked file cabinet, locked desk drawer, or in a secured room. Computer data is protected by a password system.

**RETENTION AND DISPOSAL:**

Record disposal is controlled by the handbook, GSA Records Maintenance and Disposition System, OAD P 1820.2A. The records are reviewed and updated yearly, and irrelevant documents are destroyed. Once originals and copies are purged from the official personnel folder, no other paper copies are kept. When the employee transfers or separates from the agency, records are promptly sent to the office that is to maintain the official personnel folder. The records are screened to ensure that nothing is missing. Personnel history files in the PIRS computer data base are written off to tape every 2 years for indefinite storage.

**SYSTEM MANAGER(S) AND ADDRESS:**

The agency official with overall responsibility within his or her jurisdiction is the head of service or staff for Central Office employees and the regional administrator for regional employees. The official responsible for a field office record system is the senior official at the facility or the supervisor of current and former employees or volunteers. The addresses of Central Office and regional offices are listed at the end of this notice.

**NOTIFICATION PROCEDURE:**

An individual who wishes to be notified whether the system contains a record related to him- or herself should address an inquiry to the supervisor or team leader where the employee worked. If that is unknown, general requests can be addressed to the head of the service or staff office for Central Office employees, or to the regional administrator for regional office employees at the address listed in the appendix.

**RECORD ACCESS PROCEDURES:**

An individual request to review a record can be addressed to the supervisor, team leader, or official at the address where the employee worked. If that is unknown, a general request can be addressed to the head of the service or staff office for Central Office employees, or to the regional administrator at the address given in the appendix to this notice. For the identification required, see 41 CFR part 105-64 published in the Federal Register.

**CONTESTING RECORD PROCEDURES:**

The GSA procedures for contesting the content of a record and appealing an initial denial of a request to access or amend a record may be found in 41 CFR part 105-64.

**RECORD SOURCE CATEGORIES:**

The sources for the information are individuals themselves, other employees, personnel records, and persons who have complained of unpaid debts, including nonpayment of child support.

**RECORD SYSTEM LOCATIONS:**

Central Office: GS Building, 1800 F Street NW., Washington, DC 20405.

New England Region: GSA, John W. McCormack Post Office and Court House, Boston, MA 02109.

Northeast and Caribbean Region: GSA, Jacob K. Javits Federal Building, 26 Federal Plaza, New York, NY 10278.

Mid-Atlantic Region: GSA, John Wanamaker Building, 100 Market Square East, Philadelphia, PA 19107.

Southeast-Sunbelt Region: GSA, Summit Building, 401 West Peachtree Street, Atlanta, GA 30365-2550.

Great Lakes Region: GSA, John C. Kluczinski Federal Building, 230 South Dearborn Street, Chicago, IL 60604.

The Heartland Region: General Services Administration, 1500 East Bannister Road, Kansas City, MO 64131.

Greater Southwest Region: GSA, Fritz G. Lanham Federal Building, 819 Taylor Street, Fort Worth, TX 76102.

Rocky Mountain Region: GSA, Denver Federal Center, Building 41, Denver, CO 80225.

Pacific Rim Region: General Services Administration, 450 Golden Gate Avenue, 5th Floor, San Francisco, CA 94102-3400.

Northwest/Arctic Region: GSA Center, 400 Fifteenth Street SW., Auburn, WA 98001.

National Capital Region: General Services Administration, 400 Seventh Street SW., Washington, DC 20407.

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**Performance Review Board; Membership; Senior Executive Service**

**AGENCY:** General Services Administration.

**ACTION:** Notice.

**SUMMARY:** Notice is hereby given of the names of the members of the Performance Review Board.

**FOR FURTHER INFORMATION CONTACT:** Gail T. Lovelace, Director of Human Resources, General Services Administration, 18th & F Streets, NW., Washington, DC 20405, (202) 501-0398.

**SUPPLEMENTARY INFORMATION:** Section 4313(c) (1) through (5) of Title 5 U.S.C. requires each agency to establish in accordance with regulations prescribed by the Office of Personnel Management, one or more Performance Review Board(s). The Board(s) shall review the performance rating of each senior executive's performance by the supervisor, along with any recommendations to the appointing authority relative to the performance of the senior executive.

Members of the Review Board are:

1. Thurman M. Davis, (Chairperson) Deputy Administrator
2. William C. Burke, Regional Administrator, Great Lakes Region (Chicago)
3. Paul E. Chistolini, Regional Administrator, Mid-Atlantic Region (Philadelphia)
4. Dennis J. Fischer, Chief Financial Officer
5. Martha N. Johnson, Associate Administrator for Management Services and Human Resources
6. Robert A. Peck, Commissioner, Public Buildings Service
7. Frank P. Pugliese, Commissioner, Federal Supply Service
8. Joe M. Thompson, Chief Information Officer and Commissioner, Information Technology Service
9. Robert J. Woods, Commissioner, Federal Telecommunications Service

Dated: November 14, 1996.

Gail T. Lovelace,

*Director of Human Resources.*

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