

11. A record in this system of records that was collected on a Department internal collaborative network may be shared with other Department employees on the platform for networking and collaboration purposes, consistent with the terms of use of any such networking platform.

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

**STORAGE:**

Paper records are contained in file folders stored in file cabinets; electronic records are contained in removable drives, computers, email and electronic databases.

**RETRIEVABILITY:**

Paper records may be retrieved alphabetically by name or by position or work unit. Electronic records may be retrieved by full-text search, name, image, video, email address, user name, or date received.

**SAFEGUARDS:**

Records in this system are safeguarded in accordance with applicable security rules and policies. Paper records are kept in locked cabinets in secure facilities and access to them is restricted to individuals whose official duties require access. Access to the servers containing the records in this system is limited to personnel who have the need to know the information for the performance of their official duties. The computer servers in which records are stored are located in facilities with access codes, security codes, and security guards. Access to networks and data requires a valid username and password.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with records schedules approved by the National Archives and Records Administration.

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

Use the same address as listed in System Location section above.

For records at location a: Director, Office of Public Affairs.

For records at location b: Director, Office of Human Resources Management.

For records at location c: Director, U.S. Census Bureau.

For records at location d: Director, Office of Public Affairs, Bureau of Economic Analysis/Economic Statistics Administration.

For records at location e: Director, Office of Public Affairs, Economic Development Administration.

For records at location f: Director, Office of Public Affairs, Bureau of Industry and Security.

For records at location g: Director, Office of Public Affairs, International Trade Administration.

For records at location h: Director, Office of Advisory Committees, International Trade Administration.

For records at location i: Director, Office of Public Affairs, Minority Business Development Agency.

For records at location j: Director, Office of Public and Business Affairs, National Institute of Standards and Technology.

For records at location k: Director, Office of Public Affairs, National Technical Information Service.

For records at location l: Office of the Chief Information Officer, National Telecommunications and Information Administration.

For records at location m: Director, Office of Public Affairs, National Oceanic and Atmospheric Administration.

For records at location n: Director, Office of Public Affairs, U.S. Patent and Trademark Office.

For records at location o: Director of Human Resources Management, Office of Administration, Office of Inspector General.

For records at location p: use addresses listed 1–13 in the System Location above.

**NOTIFICATION PROCEDURES:**

An individual requesting notification of the existence of records on himself or herself should send a signed, written inquiry to the U.S. Department of Commerce, Freedom of Information and Privacy Act Office. The request letter should be clearly marked "PRIVACY ACT REQUEST." The written inquiry must be signed and notarized or submitted with certification of identity under penalty of perjury. Requesters should reasonably specify the record contents being sought.

**RECORD ACCESS PROCEDURES:**

An individual requesting access to records on himself or herself should send a signed, written inquiry to the U.S. Department of Commerce, Freedom of Information and Privacy Act Office. The request letter should be clearly marked "PRIVACY ACT REQUEST." The written inquiry must be signed and notarized or submitted with certification of identity under penalty of perjury. Requesters should reasonably specify the record contents being sought.

**CONTESTING RECORDS PROCEDURES:**

An individual requesting corrections or contesting information contained in

his or her records must send a signed, written request to the Departmental Privacy Act Officer, U.S. Department of Commerce, Office of Privacy and Open Government, Room A300, 1401 Constitution Avenue NW., Washington, DC 20230. Requesters should reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification showing how the record is incomplete, untimely, inaccurate, or irrelevant.

**RECORD SOURCE CATEGORIES:**

Subject individuals; individuals who interact with the Department of Commerce through social media networks or as a result of public outreach.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

Dated: August 29, 2013.

**Brenda Dolan,**

*Department of Commerce, Freedom of Information and Privacy Act Officer.*

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**DEPARTMENT OF COMMERCE**

**Foreign-Trade Zones Board**

[B–43–2013]

**Subzone 8I, Authorization of Production Activity, Whirlpool Corporation (Washing Machines); Clyde and Green Springs, Ohio**

On May 1, 2013, Whirlpool Corporation (Whirlpool) submitted a notification of proposed production activity to the Foreign-Trade Zones (FTZ) Board for its facility within Subzone 8I, in Clyde and Green Springs, Ohio.

The notification was processed in accordance with the regulations of the FTZ Board (15 CFR part 400), including notice in the **Federal Register** inviting public comment (78 FR 28577, 5–15–2013). The FTZ Board has determined that no further review of the activity is warranted at this time. The production activity described in the notification is authorized, subject to the FTZ Act and the Board's regulations, including Section 400.14.

Dated: August 28, 2013.

**Andrew McGilvray,**

*Executive Secretary.*

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