

## OPM INTERNAL-14

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***System Name:***

Photo Identification and Visitor Access Control Records.

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

U.S. Office of Personnel Management, Office of Contracting and Administrative Services, 1900 E Street NW., Washington, DC 20415-7100.

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

Individuals visiting OPM facilities, OPM employees, contractors, and retirees seeking access to OPM facilities and classified records.

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

Records of individuals visiting OPM and employees, contractors, and retirees identification files (including photographs) maintained for access purposes.

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

Federal Property and Administrative Services of 1949, as amended, and 40 U.S.C. 486(c).

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

Routine use 1 of the Prefatory Statement at the beginning of OPM's system notices (60 FR 63075, effective January 17, 1996) applies to the records maintained within the system. There are no routine uses unique to this system of records.

***Purpose(s):***

OPM will use the records to issue official U.S. Government Identification cards to OPM employees and contract employees requiring access to OPM building and offices. The records will also be used to maintain a record of all holders of identification cards, for renewal and recovery of expired cards, and to identify lost or stolen cards.

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

**Storage:**

Records are maintained in an automated database.

***Retrievability:***

By name.

***Safeguards:***

Access is limited to security and guard force personnel. Records are stored in guarded security areas.

***Retention and Disposal:***

Records are destroyed 3 months after they are returned to the issuing office.

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

U.S. Office of Personnel Management, Office of Contracting & Administrative Services,  
Facilities Services Division, Security Office, Washington, DC 20415-7100.

***Notification Procedure:***

OPM employees wishing to inquire whether this system of records contains information about them should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified.

***Record Access Procedures:***

OPM employees wishing to request access to records about them should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified.

***Contesting Record Procedures:***

OPM employees wishing to request amendment of their records should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified.

***Record Source Categories:***

Information in this system of records is obtained from:

- a. The individual to whom the records pertain.
- b. Information taken from official OPM records.

