



Department of Commerce Privacy Act Fact Sheet

SYSTEMS OF RECORDS NOTICE (SORN) Descriptors

A SORN is a public notice—published in the *Federal Register*—required by the Privacy Act when a Federal agency maintains a Privacy Act system of records (SOR) and the information is retrieved by a personal identifier such as the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. A SORN has elements that are described in detail in this fact sheet.

A System of SOR is a group of records under the control of Department of Commerce (Department) from which a record is retrieved by personal identifier, such as the name of the individual, number, symbol or other unique retriever assigned to the individual. Single records or groups of records which are not retrieved by a personal identifier are not part of a system of records. Records maintained by Department employees, which are prepared, maintained, or discarded at the discretion of the employee, are not part of a system of records, unless those records are used to determine rights, benefits, or privileges of individuals in which case, they become agency records subject to the Privacy Act.

SYSTEM LISTING

SYSTEM NAME:

Indicates the title of the system of records, which accurately describes the records contained within the system.

Employees Personnel Files Not Covered by Notices of Other Agencies-
COMMERCE/DEPT-18

SECURITY CLASSIFICATION:

This is a statement of whether the system is classified or unclassified. This is an optional element.

None.

SYSTEM LOCATION:

Indicates the Department or contractor office building, room, city, and state in which the records system is located, or the server is stored.

a. For all Departmental employees: Departmental Resources Management, Room 5001, U.S. Department of Commerce, Washington, DC 20230 (for automated records and for selected records relating to Senior Executive Service and Departmental Honor Awards).

b. For employees of Departmental Offices, Office of Human Resource Services, Room 5005, U.S. Department of Commerce, Washington, DC 20230.