

*Billing Code 6820TD*

ASSASSINATION RECORDS REVIEW BOARD

DRAFT--7/31/95

36 CFR Part 1415

*Rules Implementing the Privacy Act*

**AGENCY:** *Assassination Records Review Board*

**ACTION:** *Notice of proposed rulemaking (NPRM)*

**SUMMARY:** *Each Federal agency is required by the Privacy Act of 1974 to promulgate rules that set forth procedures by which individuals can examine and request correction of agency records containing personal information. In this notice the Review Board proposes a rule to satisfy that requirement.*

**DATES:** *To be considered, comments must be mailed, delivered in person, or faxed to the address listed below by 5 p.m. on (Insert date 30 days after date of publication in the FEDERAL REGISTER).*

**ADDRESS:** *Comments on these proposed regulations should be*

mailed, faxed, or delivered to the Assassination Records Review Board,  
600 E Street, N.W., 2nd Floor, Washington, D.C., 20530, FAX  
(202) 724-0457 (Attention: Privacy Act NPRM). All comments will  
be placed in the Board's public files and will be available for inspection  
between 10:00 a.m. and 4:30 p.m., Mondays through Fridays (except  
legal holidays), in the Board's Public Reading Room at the same  
address.

**FOR FURTHER INFORMATION CONTACT:** T. Jeremy Gunn, Acting  
General Counsel, Assassination Records Review Board, 600 E Street,  
N.W., 2nd Floor, Washington, D.C. 20530.

**SUPPLEMENTARY INFORMATION:**

Section (f) of the Privacy Act of 1974, 5 U.S.C. 552a(f), requires  
each Federal agency to promulgate rules that set forth procedures by  
which individuals can examine and request correction of agency  
records containing personal information. The Review Board,

established by the President John F. Kennedy Assassination Records Collection Act of 1992, is therefore obligated to publish such regulations.

Because Privacy Act regulations are intended for use by the general public, the Review Board has tried to keep its proposed rule simple and straightforward. Some aspects of the Privacy Act dealing solely with the Review Board's internal procedures and safeguards may be dealt with by directive to the Review Board's staff rather than by rule.

#### Paperwork Reduction Act Statement

The proposed rule is not subject to the provisions of the Paperwork Reduction Act of 1980 (44 U.S.C. 3501, et seq.) because it does not contain any information collection requirements within the meaning of 44 U.S.C. 3502(4).

Regulatory Flexibility Act Certification

As required by the Regulatory Flexibility Act of 1980 (RFA), 5 U.S.C. 601-12, the Review Board certifies that this rule, if adopted, will not have a significant economic impact on a substantial number of small entities and that, therefore, a regulatory flexibility analysis need not be prepared, 5 U.S.C. 605(b).

Review by the Office of Management and Budget

These regulations have been reviewed by the Office of Management and Budget pursuant to Executive Order 12866.

List of Subjects in 36 CFR Part 1415

Privacy Act

The Proposed Regulations

Accordingly, the Review Board proposes to amend chapter XIV in title 36 of the Code of Federal Regulations by adding a new part

1415 to read as follows:

**PART 1415--RULES IMPLEMENTING THE PRIVACY ACT**

Sec.

1415.1 *Scope*

1415.2 *Definitions*

1415.3 *Systems of records notification*

1415.4 *Requests by persons for access to their own records*

1415.5 *Processing of requests*

1415.6 *Appeals from access denials*

1415.7 *Requests for correction of records*

1415.8 *Appeals from correction denials*

1415.9 *Disclosure of records to third parties*

1415.10 *Fees*

1415.11 *Exemptions*

Authority 5 U.S.C. 552a; 44 U.S.C. 2107.

§ 1415.1 Scope

This part contains the Review Board's regulations implementing the Privacy Act of 1974, 5 U.S.C. 552a.

§ 1415.2 Definitions

In addition to the definitions provided in the Privacy Act, the following terms are defined as follows:

Assassination records for the purpose of this regulation means records created by Government offices, entities, and individuals that relate to the assassination of President John F. Kennedy as defined in 36 CFR 1400 that may, from time to time, come into the temporary custody of the Review Board but that are not the legal property of the Review Board.

Executive Director means the principal staff official appointed by the

Review Board pursuant to 44 U.S.C. 2107.8(a).

General Counsel means the Review Board's principal legal officer, or an attorney serving as Acting General Counsel.

JFK Act means the President John F. Kennedy Records Collection Act of 1992.

Review Board means the Assassination Records Review Board created pursuant to 44 U.S.C. § 2107.7.

System of records means a group of records that is within the possession and control of the Review Board and from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. The system of records does not include assassination records as defined above.

§ 1415.3 Systems of records notification.

(a) Public notice. The Review Board will publish in the Federal Register its system of records. The Office of the Federal Register biannually compiles and publishes all systems of records maintained by Federal agencies, including the Review Board.

(b) Requests regarding record systems. Any person who wishes to know whether a system of records contains a record pertaining to him or her may file a request in person or in writing. Written requests should be directed the to General Counsel, Assassination Records Review Board, 600 E Street, N.W., Washington, D.C. 20530. Telephone requests should be made by calling the Review Board at (202) 724-0088, and asking to speak to the General Counsel.

§ 1415.4 Requests by person for access to their own records.

(a) Requests in writing. A person may request access to his or her own records in writing by addressing a letter to: General Counsel,



*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530. The request should contain the following  
information:*

*(1) Full name, address, and telephone number of requester;*

*(2) Proof of identification, which should be a copy of one of the  
following:*

*Valid driver's license, valid passport, or other current identification  
which contains both an address and picture of the requester;*

*(3) The system of records in which the desired information is  
contained; and*

*(4) At the requester's option, authorization for expenses (see §  
1415.10 below).*

*(b) Requests in person. Any person may examine his or her own  
record on the Review Board's premises. To do so, the person should*

call the Review Board's offices at (202) 724-0088 and ask to speak to the General Counsel. This call should be made at least two weeks prior to the time the requester would like to see the records. During this call, the requester should be prepared to provide the same information as that listed in paragraph (a) of this section except for proof of identification.

§ 1415.5 Processing of requests.

(a) Requests in writing. The General Counsel will acknowledge receipt of the request within five working days of its receipt in the Review Board's offices. The acknowledgment will advise the requester if any additional information is needed to process the request.

Within fifteen working days of receipt of the request, the General Counsel will provide the requester an explanation as to why additional time, if any, is needed for response.

(b) *Requests in person.* Following the initial call from the requester, the General Counsel will determine (1) whether the records identified by the requester exist, and (2) whether they are subject to any exemption under § 1415.11 below. If the records exist and are not subject to exemption, the General Counsel will call the requester and arrange an appointment at a mutually agreeable time when the records can be examined. The requester may be accompanied by one person of his or her own choosing, and should state during this call whether or not a second individual will be present at the appointment. At the appointment, the requester will be asked to present identification as stated in § 1415.4(a)(2).

(c) *Excluded information.* If a request is received for information compiled in reasonable anticipation of litigation, the General Counsel will inform the requester that this information is not subject to

release under the Privacy Act (see 5 U.S.C. 552a(d)(5)).

§ 1415.6 Appeals from access denials.

When access to records has been denied by the General Counsel, the requester may file an appeal in writing. This appeal should be directed to the Executive Director, Assassination Records Review Board, 600 E Street, N.W., 2nd Floor, Washington, D.C. 20530.

The appeal letter must (a) specify those denied records which are still sought, and (b) state why the denial by the General Counsel is erroneous. The Executive Director or his representative will respond to such appeals within twenty business days after the appeal letter is received in the Review Board's offices. The appeal determination will explain the basis for continuing to deny access to any requested records.

§ 1415.7 Requests for correction of records.

(a) *Correction requests.* Any person is entitled to request correction of a record pertaining to him or her. This request must be made in writing and should be addressed to the General Counsel, Assassination Records Review Board, 600 E Street, N.W., 2nd Floor, Washington, D.C. 20530. The letter should clearly identify the corrections desired. An edited copy will usually be acceptable for this purpose.

(b) *Initial response.* Receipt of a correction request will be acknowledged by the General Counsel in writing within five working days of receipt of the request. The General Counsel will endeavor to provide a letter to the requester within thirty working days stating whether or not the request for correction has been granted or denied.

If the General Counsel decides to deny any portion of the correction request, the reasons for the denial will be provided to the requester.

§ 1415.8 Appeals from correction denials.

(a) When amendment of records has been denied by the General Counsel, the requester may file an appeal in writing. This appeal should be directed to the Executive Director, Assassination Records Review Board, 600 E Street, N.W., 2nd Floor, Washington, D.C. 20530. The appeal letter must: (1) specify the record subject to the appeal, and (2) state why the denial of amendment by the General Counsel is erroneous. The Executive Director or his representative will respond to such appeals within thirty working days (subject to extension by the Executive Director for good cause) after the appeal letter has been received in the Review Board's offices.

(b) The appeal determination, if adverse to the requester in any respect, will: (1) explain the basis for denying amendment of the specified records; (2) inform the requester that he or she may file a

concise statement setting forth reasons for disagreeing with the Executive Director's determination; and (3) inform the requester of his or her right to pursue a judicial remedy under 5 U.S.C. 552a(g)(1)(A).

§ 1415.9 Disclosure of records to third parties.

Records subject to the Privacy Act that are requested by an person other than the individual to whom they pertain will not be made available except in the following circumstances:

(a) Release is required under the Freedom of Information Act in accordance with the Review Board's FOIA regulations, 36 CFR 1410;

(b) Prior consent for disclosure is obtained in writing from the individual to whom the records pertain; or

(c) Release is authorized by 5 U.S.C. 552a(b)(1) or (3) through (11).

§ 1415.11 Exemptions.

The following records are exempt from disclosure under this regulation:

(a) Review Board records specifically authorized under criteria established by an Executive Order to be kept secret in the interest of national defense or foreign policy, and that are in fact properly classified pursuant to such Executive Order;

(b) Review Board records related solely to the internal personnel rules and practices of the Review Board;

(c) Review Board records specifically exempted from disclosure by statute (other than 5 U.S.C. 552), provided that such statute:

(1) requires that the matters be withheld from the public in such a manner as to leave no discretion on the issue, or

(2) establishes particular criteria for withholding or refers to



*particular types of matters to be withheld;*

*(d) Inter-agency or intra-agency memoranda or letters which would not be available by law to a party other than an agency in litigation with the Review Board.*

*Dated: July \_\_, 1995*

*David G. Marwell*

*Executive Director*

*Assassination Records Review Board*