

Assassination Records Review Board

600 E Street NW ▪ Second Floor ▪ Washington, DC 20530

MEMORANDUM

July 11, 2017

To: Senior Staff and Anne Buttimer

From: T. Jeremy Gunn

Subject: ARRB Compliance With Privacy Act

In order to comply with the Privacy Act, the ARRB needs to publish in the Federal Register a description of all of its "systems of records" that contain information on individuals that can be searched by an individual's name or some other identifier. In my negotiations with Maya Bernstein of OMB, we have reached a tentative agreement that the assassination records will not need to be listed. We also do not need to list commercial databases (*e.g.*, Mary Ferrell database, HSCA, etc.). However, we must identify all other systems of records.

Please prepare a list of all systems of records for which you have any responsibility and send them to Laura and me so that we can make a determination whether they must be identified in the Federal Register. If there is any doubt in your mind whether a filing system or database is a "system of records," you should identify it for me and we can make a determination whether it should be listed in the Federal Register.

The following are listed as *examples* of the type of databases or files that may need to be listed and that you should identify:

- Media Contacts
- Investigations on Notes
- R&A Subject files
- Personnel files
- Personal security files
- Employee evaluations
- Security files
- Agency Contacts
- Public mailing lists

cc: Laura Denk

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File 3.14