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ASSASSINATION RECORDS REVIEW BOARD

*Notice of Privacy Act Systems of Records*

**AGENCY:** Assassination Record Review Board

**ACTION:** Notice of Systems of Records

**SUMMARY:** The Assassination Records Review Board (Review Board)

*proposes to establish an inventory of fifteen systems of records that are subject to the Privacy Act of 1974. In this notice, the Review Board provides the required information on these fifteen systems of records.*

**FOR FURTHER INFORMATION CONTACT:** T. Jeremy Gunn, General Counsel, Assassination Records Review Board, 600 E Street, N.W., 2nd Floor, Washington, D.C. 20530, (202) 724-0088.

**SUPPLEMENTARY INFORMATION:** Title 5 U.S.C. 552a(e)(4) and (11) provide that the public be given a 30 day period in which to comment

on any new routine use of a system of records. The Office of Management and Budget, which has oversight responsibilities under the Act, requires a 40 day period in which to conclude its review of the new systems. Therefore, please submit any comments by [insert date 30 days after publication in Federal Register.] The public, OMB, and the Congress are invited to send written comments to T. Jeremy Gunn, General Counsel, Assassination Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

In accordance with 5 U.S.C. 552a(r), the Review Board has provided a report to OMB and the Congress on the proposed systems of records.

Elsewhere in today's Federal Register is a regulation exempting certain systems of records from certain requirements of the Privacy Act.

## PROCEDURES FOR ALL SYSTEMS OF RECORDS

### **Notification Procedure:**

Requests by an individual to determine if any Assassination Records

Review Board system of records contains information about him or her should be directed to the Privacy Act Officer at the Assassination Records Review Board, 600 E Street, N.W., 2nd Floor, Washington, D.C. 20530. Requesters will be required to provide their complete name and a certification indicating that they are the person they claim to be, to the Privacy Act Officer. To ensure that the Review Board does not make a wrongful disclosure, the Privacy Act Officer may, at any time, require additional information verifying the identity of the requester. Section 1415.15 of the Review Board's Rules Implementing the Privacy Act, printed elsewhere in today's Federal Register, establishes procedures for systems of records notification.

**Record Access Procedure:**

The record access procedure is the same as the notification procedure, except that an individual must present to the Privacy Act Officer an official photo identification, such as a driver's license, passport, or Government identification, before viewing records. **Sections**

*1415.20 and 1415.25 of the Review Board's Rules Implementing the Privacy Act, printed elsewhere in today's Federal Register, establishes procedures for accessing Privacy Act records.*

**Contesting Record Procedure:**

An individual may request amendment of those records covered by the Privacy Act that are not accurate, relevant, timely, or complete. Section 1415.35 of the Review Board's Rules Implementing the Privacy Act, printed elsewhere in today's Federal Register, establishes procedures for requesting amendment of Privacy Act records.

**ROUTINE USES FOR ALL SYSTEMS OF RECORDS**

*Routine Use for Disclosure to the Department of Justice for Use in  
Litigation*

*To the Department of Justice when: (a) the Review Board, or (b) any employee of the Review Board in his or her official capacity where the Department of Justice has agreed to represent the employee, or (c) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the Review Board*

determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the Review Board to be for a purpose that is compatible with the purpose for which the Review Board collected the records.

#### Routine Use for Other Disclosures in Litigation

To a court or adjudicative body in a proceeding when: (a) the Review Board, or (b) any employee of the Review Board in his or her official capacity, or (c) any employee of the Review Board in his or her individual capacity where the Review Board has agreed to represent the employee, or (d) the United States Government, is a party to litigation or has an interest in litigation, and by careful review, the Review Board determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the Review Board to be for a purpose that is compatible

with the purpose for which the Review Board collected the records.

#### Routine Use for Law Enforcement Purposes

When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, state, local, or tribal, or other public authority responsible for enforcing, investigating, or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.

#### Routine Use for Disclosure to a Member of Congress at the Request of a Constituent

To a member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.

Routine Use for Disclosure to NARA

Records from systems of records may be disclosed to the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

Routine Use for Disclosure to Contractors Under Section (m)

To Review Board contractors, grantees, experts, consultants, or volunteers who the Review Board engages to assist in the performance of a service related to a particular system of records and who need to have access to the records in order to perform the activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 U.S.C. 552a(m).

Routine Use for Disclosure to HHS Parent Locator System for Finding  
Parents Who Do Not Pay Child Support

The name and current address of record of an individual may be disclosed from certain systems of records to the parent locator service of the Department of HHS or authorized persons defined by Public Law 93-647. 42 U.S.C. 653.

Routine Use for Use in Employment, Clearances, Licensing, Contract,  
Grant, or Other Benefits Decisions by the Review Board

Disclosure may be made to Federal, state, local, or foreign agency maintaining civil, criminal, or other relevant enforcement records, or other pertinent records, or to another public authority or professional organization, if necessary to obtain information relevant to an investigation concerning the retention of an employee or other personnel action (other than hiring), the retention of a security clearance, the letting of a contract, or the issuance or retention of a



grant, or other benefit.

Routine Use in Employment, Clearances, Licensing, Contract, Grant,  
or Other Benefit Decisions by Other than the Review Board

Disclosure may be made to a Federal, state, local, foreign, or tribal or other public authority that certain systems of records contain information relevant to the retention of an employee, the retention of a security clearance, the letting of a contract, or the issuance or retention of a license, grant, or other benefit. The other agency or licensing organization may then make a request supported by the written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.

**SYSTEMS OF RECORDS**

**System Name:**

*Address Book on Notes*

**System Location:**

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

**Security Classification:**

*None.*

**Categories of Individuals Covered by System:**

*Assassination Records Review Board members and staff.*

**Categories of Records in the System:**

*This system of records contains electronic mail addresses of  
Assassination Records Review Board members and staff.*

**Authority for Maintenance of the System:**

*44 U.S.C. 2107.8.*

**Storage:**

*Computer database.*

**Retrievability:**

*By name of Assassination Records Review Board member or staff.*

**Safeguards:**

*This system of records is located on a computer system within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Only Review Board members and staff have access to Review Board computers where this particular system of records is stored. Each individual who accesses Review Board computers has two*

passwords that he or she defines and must use each time he or she logs into a Review Board computer.

**Policies for Retaining and Disposing of System of Records.**

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

**System Manager and Address:**

David Marwell, Executive Director, Assassination Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

**Record Source Categories:**

Review Board Members and Staff.

**System Exempted from Certain Provisions of the Act:**

No exemptions.

**System Name:**

*Agency Contacts*

**System Location:**

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

**Security Classification:**

*None.*

**Categories of Individuals Covered by System:**

*Staff members of various Federal Government agencies with whom  
the Assassination Records Review Board has had contact.*

**Categories of Records in the System:**

*This system contains information regarding Review Board contacts  
with employees of other Federal agencies. Information maintained on  
individuals in this database may include: individual's name,  
organization, title, official duties, business address, business phone*

number, business electronic mail address, and business fax number.

**Authority for Maintenance of the System:**

44 U.S.C. 2107.7(i) and (j)

**Storage:**

Computer database.

**Retrievability:**

Full text indexed on computer. Can search by any text.

**Safeguards:**

This system of records is located on a computer system within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board

members and staff have received security clearances at the top secret level. Only Review Board members and staff have access to Review Board computers where this particular system of records is stored.

Each individual who accesses Review Board computers has two passwords that he or she defines and must use each time he or she logs into a Review Board computer.

#### ***Policies for Retaining and Disposing of System of Records.***

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

#### ***System Manager and Address:***

David Marwell, Executive Director, Assassination Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

***Record Source Categories:***

*Review Board members and staff.*

***System Exempted from Certain Provisions of the Act:***

*Yes. Some portions of this system of records are eligible for exemption under 5 U.S.C. 552a(k)(2).*

***System Name:***

*Correspondence*

***System Location:***

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

***Security Classification:***

*None.*

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

*Any individual who corresponds with the Assassination Records  
Review Board.*



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

*Copies of the letters that individuals send to the Review Board, and letters that the Review Board sends to individuals. The records may include names, addresses, telephone numbers, and any other information individuals provide to the Review Board in correspondence.*

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

*44 U.S.C. 2107.7(i) and (j)*

***Storage:***

*Paper files.*

***Retrievability:***

*By name of individual who corresponds with Review Board.*

***Safeguards:***

*This system of records is located in a file cabinet within the headquarters offices of the Assassination Records Review Board. The*

offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level.

#### ***Policies for Retaining and Disposing of System of Records.***

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

#### ***System Manager and Address:***

Thomas Samoluk, Associate Director for Communication,

*Assassination Records Review Board, 600 E Street, N.W., Washington,  
D.C. 20530.*

***Record Source Categories:***

*Individual who writes to the Review Board, and Review Board staff  
members who respond to correspondence.*

***System Exempted from Certain Provisions of the Act:***

*No exemptions.*

***System Name:***

*Employment Applications*

***System Location:***

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

***Security Classification:***

*None.*

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

*Individuals who apply to the Assassination Records Review Board for employment.*

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

*Resumes, cover letters, references, correspondence to and from applicants. Individual information may include name, address, telephone numbers, educational history, work history, and any other information the applicant provides.*

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

*44 U.S.C. 2107.8*

***Storage:***

*Paper files.*

***Retrievability:***

*By name of applicant.*

***Safeguards:***

*This system of records is located within the headquarters offices of*

the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level.

#### ***Policies for Retaining and Disposing of System of Records.***

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992).

#### ***System Manager and Address:***

Tracy Shycoff, Associate Director for Administration, Assassination Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

#### ***Record Source Categories:***

*Information in this system of records is derived, to the greatest extent possible, from the applicants themselves. In addition, applicants provide the Review Board with references and Review Board staff may obtain information from references for the file.*

*Administrative staff and staff with personnel authority may place response letters and interview notes in the files.*

#### **Routine Uses**

*In addition to the routine uses listed at the beginning of this Notice, the Review Board may contact references provided by the applicant for the purpose of verifying information in the application and in the interview.*

#### **System Exempted from Certain Provisions of the Act:**

*Yes. Some portions of this system of records are eligible for exemption under 5 U.S.C. 552a(k)(5).*

**System Name:**

## *Freedom of Information Act Requests*

### ***System Location:***

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

### ***Security Classification:***

*None.*

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

*Individuals who file Freedom of Information Act requests with the  
Assassination Records Review Board members and staff.*

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

*Requester letters, agency response letters and enclosures, requester  
information (name, address, telephone number, fax number),  
information regarding processing of request (expenses incurred, dates  
requests are received, and dates requests are due.)*

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

5 U.S.C. 552, 44 U.S.C. 2107.11(b)

**Storage:**

*Computer database and paper files.*

**Retrievability:**

*By name of FOIA requester.*

**Safeguards:**

*This system of records is located within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level.*

***Policies for Retaining and Disposing of System of Records.***



Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

**System Manager and Address:**

Laura Denk, Designated FOIA Officer, Assassination Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

**Record Source Categories:**

Individual requester, Executive Director of Review Board, Review Board's Designated FOIA Officer.

**System Exempted from Certain Provisions of the Act:**

No exemptions.

**System Name:**

Investigations into Location of Assassination Records

**System Location:**

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

**Security Classification:**

*None.*

**Categories of Individuals Covered by System:**

*Individuals who research events surrounding the assassination,  
members of the public, prior Federal employees who worked on  
Congressional committees or Presidential commissions that  
investigated the assassination, former Federal Government employees  
who were possible subjects of assassination investigations, and  
individuals who were cooperative witnesses in prior assassination  
investigations.*

**Categories of Records in the System:**

*Records on individuals under investigation may include: name,*

address, date and place of birth, social security number, last known home address, individual's connection to the assassination of President Kennedy, names of relatives and/or acquaintances, work history, and educational history. Other records in the system include: correspondence, call reports, interview reports, investigative notes, requests to Financial Crimes Enforcement Network for information and responses, requests to National Personnel Records Centers for information and responses.

**Authority for Maintenance of the System:**

44 U.S.C. 2107.7(j)

**Storage:**

Computer databases and paper files.

**Retrievability:**

Computer database: Full text is indexed on computer. Can search by any text. Paper files: By subject of investigation.

### **Safeguards:**

*This system of records is located within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Only Review Board members and staff have access to Review Board computers where parts of this particular system of records are stored. Each individual who accesses Review Board computers has two passwords that he or she defines and must use each time he or she logs into a Review Board computer.*

### **Policies for Retaining and Disposing of System of Records.**

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

**System Manager and Address:**

David Montague, Investigator, Assassination Records Review Board,  
600 E Street, N.W., Washington, D.C. 20530.

**Record Source Categories:**

Individuals who provide information in response to investigative telephone calls, correspondence, and interviews. Review Board members and staff. Financial Crimes Enforcement Network printouts. National Personnel Records Center.

**System Exempted from Certain Provisions of the Act:**

Yes. Some portions of this system of records are eligible for

exemption from 5 U.S.C. 552a(k)(2).

**System Name:**

*Mailing List*

**System Location:**

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

**Security Classification:**

*None.*

**Categories of Individuals Covered by System:**

*Names and mailing addresses of individuals who have either asked to  
receive public mailings or who have written to the Review Board  
inquiring about general information.*

**Categories of Records in the System:**

*Individual names and addresses of individuals.*

**Authority for Maintenance of the System:**

44 U.S.C. § 2107.7(j)

**Storage:**

*Computer database.*

**Retrievability:**

*By name of person on the mailing list.*

**Safeguards:**

*This system of records is located on a computer system within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Only Review Board members and staff have access to Review*

Board computers where this particular system of records is stored.

Each individual who accesses Review Board computers has two passwords that he or she defines and must use each time he or she logs into a Review Board computer.

#### **Policies for Retaining and Disposing of System of Records.**

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

#### **System Manager and Address:**

Thomas Samoluk, Associate Director for Communication,  
Assassination Records Review Board, 600 E Street, N.W., Washington,  
D.C. 20530.

#### **Record Source Categories:**



*Individuals who write the Review Board and request that they be placed on the mailing lists. Review Board staff members.*

***System Exempted from Certain Provisions of the Act:***

*No exemptions.*

***System Name:***

*Personal Security Files*

***System Location:***

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

***Security Classification:***

*Top Secret.*

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

*Current, former, and pending Assassination Records Review Board staff who have applied for security clearances.*

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

*All information the individual supplied for his or her security investigation, including names, current and former addresses, social security number, work history, educational history, names of relatives and acquaintances and references. Results of background investigation. Some staff members were previously employees of other Government agencies and background information in their files may include information from SF-85 forms they completed for a previous job. Fingerprint cards. Letters of adjudication. Privacy Act waivers signed by staff. Records of the individual's security education. Records of any security infractions by the individual.*

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

*44 U.S.C. 2107.7(c), 2107.8, 5 U.S.C. § 732, and Executive Order 10450.*

**Routine Uses:**

In addition to the routine uses listed at the beginning of this notice, the Review Board's Security Officer and Deputy Security Officer disclose information from this system of records to security officers at the Department of Justice who aid the Review Board in making

determinations about eligibility for security clearances.

*The Review Board may disclose a staff member's name and security clearance level to another Federal agency when a member of the staff needs to review another agency's classified material under the JFK Act.*

*Certain assassination records are classified at the Special Compartmented Information (SCI) level and some Review Board staff members will require SCI clearances to review these types of records. Because the Review Board does not have authority to grant such clearances, the Review Board may disclose the results of a staff member's background investigation to the Central Intelligence Agency (CIA) so that the CIA can adjudicate the staff member's request for a SCI clearance.*

**Storage:**

*Paper files.*

### **Retrievability:**

*By name of Assassination Records Review Board staff member.*

### **Safeguards:**

*This system of records is located within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Within the Review Board's offices, records are stored in a GSA approved safe in a controlled access area.*

### **Policies for Retaining and Disposing of System of Records.**

*Review Board records will be retained pursuant to the provisions of*

The President John F. Kennedy Assassination Records Collection Act of

1992, 44 U.S.C. 2107 (1992).

**System Manager and Address:**

David Marwell, Executive Director and Security Officer, Assassination  
Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

**Record Source Categories:**

Information in this system of records is derived, to the greatest  
extent possible, from the applicants themselves. In addition,  
applicants provide the Review Board with names of individuals,  
organizations, and geographical locations. The background investigator  
obtains information from such references for the file.

**System Exempted from Certain Provisions of the Act:**

Yes. Some portions of this system of records are eligible for  
exemption from 5 U.S.C. 552a(k)(1) and (k)(5).

**System Name:**

*Personnel Files*

**System Location:**

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

**Security Classification:**

*None.*

**Categories of Individuals Covered by System:**

*Assassination Records Review Board members, current staff, former staff, and pending staff with active offers of employment from the Review Board.*

**Categories of Records in the System:**

*The General Services Administration (GSA) keeps the Official Personnel Files (OPF) of Review Board members and staff. The Review Board keeps copies of documents that are in the OPF at GSA, including copies of SF-171 forms (listing individual's name, address, telephone*

numbers, availability, salary requirements, military service, special skills, accomplishments, awards, names of references, work history, educational background, social security number, names of family members who work for the Government, whether individual has ever been convicted of a felony). In addition, the Review Board keeps staff resumés (which include much of the same information provided in the SF-171), names of references, interview notes, benefits information, employee evaluations, letters to applicants extending offers of employment, and personnel actions.

**Authority for Maintenance of the System:**

44 U.S.C. 2107.8

**Storage:**

Paper files.

**Retrievability:**

By name of Assassination Records Review Board member or staff.

### **Safeguards:**

This system of records is located within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Records are stored in locked file cabinets in a controlled access area.

### **Policies for Retaining and Disposing of System of Records.**

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992).

### **System Manager and Address:**



Tracy Shycoff, Associate Director for Administration, Assassination  
Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

**Record Source Categories:**

To the greatest extent possible, records in this system are derived from information that the individual provides to the Review Board. Other sources of information include individual's supervisor, persons who act as references for individual, and administrative staff.

**System Exempted from Certain Provisions of the Act:**

No exemptions.

**System Name:**

Public Contacts

**System Location:**

Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.

**Security Classification:**

*None.*

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

*Members of the general public with whom the Assassination Records Review Board has established contact. Members of the public who worked on Presidential commissions or Congressional committees that investigated the assassination.*

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

*Individual's name, organization, title, address, telephone, fax number.*

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

*44 U.S.C. 2107.7(j)*

***Storage:***

*Computer database.*

***Retrievability:***

*By name of the subject individual.*

### **Safeguards:**

*This system of records is located on a computer system within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Only Review Board members and staff have access to Review Board computers where this particular system of records is stored. Each individual who accesses Review Board computers has two passwords that he or she defines and must use each time he or she logs into a Review Board computer.*

### **Policies for Retaining and Disposing of System of Records.**

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

**System Manager and Address:**

Thomas Samoluk, Associate Director for Communication,  
Assassination Records Review Board, 600 E Street, N.W., Washington,  
D.C. 20530.

**Record Source Categories:**

Review Board staff members.

**System Exempted from Certain Provisions of the Act:**

Yes. Some portions of this system of records are eligible for exemption under 5 U.S.C. 552a(k)(2).

**System Name:**

*Record Identification Form Databases*

**System Location:**

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

**Security Classification:**

*None.*

**Categories of Individuals Covered by System:**

*Individuals listed on record identification forms.*

**Categories of Records in the System:**

*Record Identification Forms list, in relevant part, the names of  
individuals who are mentioned in the particular Government record  
that is the subject of the Record Identification Form.*

**Authority for Maintenance of the System:**

*44 U.S.C. 2107.9 and 2107.7(i) and (j)*

**Storage:**

*Computer database.*

**Retrievability:**

*Full text indexed on computer. Can search by any text.*

**Safeguards:**

*This system of records is located on a computer system within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Only Review Board members and staff have access to Review Board computers where this particular system of records is stored. Each individual who accesses Review Board computers has two*

passwords that he or she defines and must use each time he or she logs into a Review Board computer.

### **Policies for Retaining and Disposing of System of Records.**

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

### **System Manager and Address:**

David Marwell, Executive Director, Assassination Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

### **Record Source Categories:**

The JFK Act requires that all agencies with assassination records process those records under the JFK Act and create a “record identification form” that identifies the record. The agency sends its

*electronic version of the record identification forms to the Review Board. The information in the record identification forms originates with the agency that created the form.*

***System Exempted from Certain Provisions of the Act:***

*No exemptions.*

***System Name:***

*Research and Analysis Research Aids*

***System Location:***

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

***Security Classification:***

*None.*

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

*Individuals relevant to the assassination.*

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



*Name of individual, information connection the individual to events surrounding the assassination of President Kennedy.*

**Authority for Maintenance of the System:**

*44 U.S.C. 2107.7(i) and (j)*

**Storage:**

*Computer document.*

**Retrievability:**

*Documents are on word processor. Can search documents for any text.*

**Safeguards:**

*This system of records is located on a computer system within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards*

that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Only Review Board members and staff have access to Review Board computers where this particular system of records is stored. Each individual who accesses Review Board computers has two passwords that he or she defines and must use each time he or she logs into a Review Board computer.

#### ***Policies for Retaining and Disposing of System of Records.***

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

#### ***System Manager and Address:***

*T. Jeremy Gunn, Associate Director for Research and Analysis,  
Assassination Records Review Board, 600 E Street, N.W., Washington,  
D.C. 20530.*

***Record Source Categories:***

*Review Board members and staff, secondary source material  
concerning the assassination, including articles, books, computer  
databases, and unclassified Government documents.*

***System Exempted from Certain Provisions of the Act:***

*No exemptions.*

***System Name:***

*Subject File*

***System Location:***

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

***Security Classification:***

*Top Secret.*

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

*Individuals who are relevant to the assassination.*

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

*Names, titles, organizations, current and/or former business and/or home addresses, current and/or former business and/or home telephone numbers, current and/or former business and/or home fax numbers, work history, educational history, and connection to events surrounding the assassination.*

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

*44 U.S.C. 2107.7(i) and (j)*

***Storage:***

*Paper files.*

***Retrievability:***

*By name of subject. Subject may be an individual.*

### **Safeguards:**

This system of records is located within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level.

### **Policies for Retaining and Disposing of System of Records.**

Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.

***System Manager and Address:***

*T. Jeremy Gunn, Associate Director for Research and Analysis,  
Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

***Record Source Categories:***

*Secondary source materials, including articles, books, computer  
databases, and unclassified Government records.*

***System Exempted from Certain Provisions of the Act:***

*Yes. Some portions of this system of records are eligible for  
exemption under 5 U.S.C. 552a(k)(1) and (k)(2).*

***System Name:***

*Time and Attendance Files*

***System Location:***

*Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,  
Washington, D.C. 20530.*

***Security Classification:***

*None.*

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

*Current and former Assassination Records Review Board members and staff.*

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

*Individual's name, social security number, and time and attendance records.*

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

*44 U.S.C. 2107.8*

***Routine Uses:***

*In addition to the routine uses listed at the beginning of this Notice, the Associate Director for Administration routinely discloses information from this system to the General Services Administration.*

***Storage:***

*Paper files.*

**Retrievability:**

*By name of Assassination Records Review Board member or staff.*

**Safeguards:**

*This system of records is located within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Records are stored in a locked file cabinet in a controlled access area.*

**Policies for Retaining and Disposing of System of Records.**

*Review Board records will be retained pursuant to the provisions of*



The President John F. Kennedy Assassination Records Collection Act of

1992, 44 U.S.C. 2107 (1992).

**System Manager and Address:**

Tracy Shycoff, Associate Director for Administration, Assassination  
Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.

**Record Source Categories:**

The Associate Director for Administration fills in the forms in the  
system based on leave request forms that individual staff members  
complete.

**System Exempted from Certain Provisions of the Act:**

No exemptions.

**System Name:**

Travel and Reimbursement Files

**System Location:**

Assassination Records Review Board, 600 E Street, N.W., 2nd Floor,

Washington, D.C. 20530.

**Security Classification:**

None.

**Categories of Individuals Covered by System:**

Assassination Records Review Board members, staff, and invited speakers.

**Categories of Records in the System:**

Names, addresses, telephone numbers, fax numbers, social security numbers.

**Authority for Maintenance of the System:**

44 U.S.C. 2107.8

**Routine Uses:**

In addition to the routine uses listed at the beginning of this notice, the Associate Director for Administration and the Assistant Associate Director for Administration routinely use this system of records to

arrange and track business travel for Review Board members and staff.

In addition, the Associate Director for Administration and the Assistant Associate Director for Administration use the system of records to track expenses of Review Board members and staff and to reimburse Review Board members and staff for expenses. The Review Board discloses information from this system of records to travel agents and travel vendors. In addition, the Review Board discloses information from this system of records to the General Services Administration.

**Storage:**

Paper files.

**Retrievability:**

By name of individual traveler or individual who requires reimbursement.

**Safeguards:**

*This system of records is located within the headquarters offices of the Assassination Records Review Board. The offices are located in a secure Federal building, with Department of Justice guards at all entrances. Within the building, the offices are always locked. Review Board members and staff have encoded cards that allow entry into the offices. Visitors must be accompanied at all times by a Review Board member or staff member. All Review Board members and staff have received security clearances at the top secret level. Records are stored in a locked file cabinet in a controlled access area.*

#### ***Policies for Retaining and Disposing of System of Records.***

*Review Board records will be retained pursuant to the provisions of The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. 2107 (1992). Congress has determined that all Review Board records are permanently valuable and will be retained for inclusion in the JFK Collection at the National Archives.*

***System Manager and Address:***

*Tracy Shycoff, Associate Director for Administration, Assassination  
Records Review Board, 600 E Street, N.W., Washington, D.C. 20530.*

***Record Source Categories:***

*Review Board members and staff. Travel agents. Travel vendors.  
General Services Administration.*

***System Exempted from Certain Provisions of the Act:***

*No exemptions.*

Dated: December 1, 1995

David G. Marwell

*Executive Director*

Assassination Records Review Board