

Billing Code 6118-01 P

ASSASSINATION RECORDS REVIEW BOARD

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, NW, 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, NW, 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 (ARRB-1).

Security Classification:

None.

System Location:

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

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.

Purpose:

The purpose of this system is to list the electronic mail addresses of Review Board members and staff to facilitate communication among agency employees.

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

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

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

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

Record Source Categories:

Review Board Members and Staff.

Exemptions Claimed for the System:

No exemptions.

System Name:

Agency Contacts (ARRB-2).

Security Classification:

None.

System Location:

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

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)

Purpose:

The purpose of this system is to track Review Board contacts with current employees of other Federal agencies who are acting in their official capacities. In most cases, Review Board staff members contact other Federal agencies in search of assassination records other agencies may have. Review Board staff members also contact employees of other Federal agencies with questions about administration of the agency.

Routine Uses of Records Maintained in the System, Including Categories

of Users and the Purposes of Such Uses:

All routine uses for this system of records are located at the

beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

Record Source Categories:

Review Board members and staff.

Exemptions Claimed for the System:

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

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

System Name:

Correspondence (ARRB-3).

Security Classification:

None.

System Location:

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

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)

Purpose:

The purpose of this system is to keep track of the Review Board's correspondence with individuals who correspond with the Review Board.

Routine Uses of Records Maintained in the System, Including Categories

of Users and the Purposes of Such Uses:

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

Record Source Categories:

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

Exemptions Claimed for the System:

No exemptions.

System Name:

Employment Applications (ARRB-4).

Security Classification:

None.

System Location:

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

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

Purpose:

The purpose of this system is to maintain a file of the applications for employment received by the Review Board.

Routine Uses of Records Maintained in the System, Including Categories

of Users and the Purposes of Such 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.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

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.

Exemptions Claimed for the System:

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 (ARRB-5).

Security Classification:

None.

System Location:

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

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)

Purpose:

The purpose of this system is to keep a record of requests that the Review Board has received pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the Review Board's responses to those requests.

Routine Uses of Records Maintained in the System, Including Categories of Users and the

Purposes of Such Uses:

*All routine uses for this system of records are located at the
beginning of this notice.*

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

Record Source Categories:

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

Exemptions Claimed for the System:

No exemptions.

System Name:

Investigations into Location of Assassination Records (ARRB-6).

Security Classification:

None.

System Location:

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

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)

Purpose:

The purpose of this system is to investigate where assassination records may be located. This purpose is accomplished by contacting members of the public, prior Federal employees who worked on committees and commissions that investigated the assassination or who were possible subjects of assassination investigations, individuals who acted as witnesses in prior assassination investigations, and individuals who research events or topics relevant to the assassination.

Routine Uses of Records Maintained in the System, Including Categories

of Users and the Purposes of Such Uses:

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

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.

Exemptions Claimed for the System:

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

System Name:

Mailing List (ARRB-7).

Security Classification:

None.

System Location:

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

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)

Purpose:

The purpose of this system is to have a central list of names and addresses of individuals who have asked the Review Board to place their names and addresses on the Review Board's mailing list. These individuals receive all press releases and notices that the Review Board prints in the Federal Register.

Routine Uses of Records Maintained in the System, Including Categories of Users and the

Purposes of Such Uses:

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the

beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

Record Source Categories:

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

Exemptions Claimed for the System:

No exemptions.

System Name:

Personal Security Files (ARRB-8).

Security Classification:

Top Secret.

System Location:

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

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.

Purpose:

The purpose of this system is for the Review Board's security officer to have enough information about Review Board staff members to adjudicate whether staff members are eligible for national security positions.

Routine Uses of Records Maintained in the System, Including Categories of Users and the

Purposes of Such 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.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is

detailed at the beginning of this Notice.

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.

Exemptions Claimed for the System:

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 (ARRB-9).

Security Classification:

None.

System Location:

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

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

Purpose:

The purpose of this system is to allow the Review Board to keep effective hiring decisions.

Routine Uses of Records Maintained in the System, Including Categories

of Users and the Purposes of Such Uses:

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

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.

Exemptions Claimed for the System:

No exemptions.

System Name:

Public Contacts (ARRB-10).

Security Classification:

None.

System Location:

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

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)

Purpose:

The purpose of this system is to track Review Board contacts with individuals who are not current employees of other Federal agencies acting in their official capacities. (Contacts

with current Federal employees who are acting in their official capacities will appear in the Agency Contacts system of records.) In most cases, Review Board staff members contact such individuals in search of assassination records or information about assassination records.

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

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

Record Source Categories:

Review Board staff members.

Exemptions Claimed for the System:

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 (ARRB-11).

Security Classification:

None.

System Location:

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

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(l) and (j)

Purpose:

The JFK Act requires that each assassination record be accompanied by an electronic identification aid. The National Archives designed the form for these record identification forms, and the Review Board uses these forms regularly in keeping track of assassination records that have been, are being, or need to be processed. The forms have two sections that often contain the names of individuals -- the "to/from" section that identifies the author and the addressee of the assassination record and the "subjects" section that identifies the subject matter of the document. Generally, the name is the only personal information that appears on the form, so the effects on the privacy of individuals is minimal. The JFK Act, 44 U.S.C.

§§ 2107.9 and 2107.7(I) and (j), provides authority for maintenance of this system. The documents in this system are generated, in large part, by other Federal agencies and each document in the system refers to a record that originated in another Federal agency.

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

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the
beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at
the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is

detailed at the beginning of this Notice.

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.

Exemptions Claimed for the System:

No exemptions.

System Name:

Research and Analysis Research Aids (ARRB-12).

Security Classification:

None.

System Location:

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

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(l) and (j)

Purpose:

The Review Board staff is divided into several units, one of which is the Research and Analysis unit. Analysts in this unit, together with the Associate Director of Research and Analysis, develop research aids to assist in identifying individuals and events connected to the assassination.

Routine Uses of Records Maintained in the System, Including Categories

of Users and the Purposes of Such Uses:

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.*

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

Record Source Categories:

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

Exemptions Claimed for the System:

No exemptions.

System Name:

Subject File (ARRB-13).

Security Classification:

Top Secret.

System Location:

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

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(l) and (j)

Purpose:

In order to locate as many assassination records as possible, staff members on the Review Board must have a full understanding of events connected to the assassination. The Research and Analysis unit of the Review Board staff maintains this system of records to hold information on a variety of assassination-related subjects, such as "Oswald in Mexico City," "Zapruder Film," and "Jack Ruby."

Routine Uses of Records Maintained in the System, Including Categories

of Users and the Purposes of Such Uses:

All routine uses for this system of records are located at the beginning of this notice.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

Record Source Categories:

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

Exemptions Claimed for the System:

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 (ARRB-14).

Security Classification:

None.

System Location:

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

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

Purpose:

The purpose of this system of records is to keep track of Review Board staff members' time and attendance at work in order to administer payroll, annual leave, and sick leave policies.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such 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.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.

Notification Procedure:

The notification procedure for all systems of records is detailed at the beginning of this Notice.

Record Access Procedures:

The record access procedures for all systems of records is detailed at the beginning of this Notice.

Contesting Record Procedures:

The contesting record procedures for all systems of records is detailed at the beginning of this Notice.

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.

Exemptions Claimed for the System:

No exemptions.

System Name:

Travel and Reimbursement Files (ARRB-15).

Security Classification:

None.

System Location:

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

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

Purpose:

The purpose of this system of records is to keep track of Review Board members', contractors', and staff members' travel plans, expenses, and reimbursements.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such 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.

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and

Disposing of Records in the System:

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.

Retention and Disposal:

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.*

Notification Procedure:

*The notification procedure for all systems of records is detailed at the
beginning of this Notice.*

Record Access Procedures:

*The record access procedures for all systems of records is detailed at
the beginning of this Notice.*

Contesting Record Procedures:

*The contesting record procedures for all systems of records is
detailed at the beginning of this Notice.*

Record Source Categories:

Review Board members and staff. Travel agents. Travel vendors.

General Services Administration.

Exemptions Claimed for the System:

No exemptions.

Dated: December 8, 1995

David G. Marwell

Executive Director

Assassination Records Review Board