

Billing Code 6820TD

DRAFT 7/31/95

ASSASSINATION RECORDS REVIEW BOARD

36 CFR Part \_\_\_\_

*Notice of Privacy Act Systems of Records*

**AGENCY:** *Assassination Record Review Board*

**ACTION:** *Notice of Systems of Records*

**SUMMARY:** *Each Federal agency is required by the Privacy Act of 1974, to provide public notice of systems of records it maintains containing personal information. In this notice the Assassination Records Review Board provides the required information on \_\_\_\_ such systems of records.*

**FOR FURTHER INFORMATION CONTACT:** *T. Jeremy Gunn, Acting*

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

**SUPPLEMENTARY INFORMATION:** *Section 552a(e) of the Privacy Act of*

1974 directs each Federal agency to provide notice to the public of systems of records it maintains on individuals. This notification of two records systems is the first in a series of notices that will bring the Assassination Records Review Board into full compliance with the Privacy Act by the end of 1995.

Future notices will describe other systems of records maintained by the Review Board. It is the Review Board's intent to be in full compliance with the Privacy Act by October 1, 1995. Any questions concerning these notices, or other Privacy Act issues, should be directed to the Office of the General Counsel.

## **SYSTEMS OF RECORDS**

### **Assassination Records Review Board-1**

#### **System Name:**

Personnel Security Files.

**Security Classification:**

*Classified and unclassified materials.*

**System Location:**

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

**Categories Of Individuals Covered By The System:**

*Employees and applicants for employment with ( ) and ( ) contractors;  
consultants; other individuals requiring access to classified materials and  
facilities.*

**Categories Of Records In The System:**

*Personnel security folders and requests for security clearances, Forms SF  
86, 86A, 312, ( ). In addition, records containing the following  
information:*

*(1) Security clearance request information.*

(2) Records of security education.

(3) Records of any security infractions;

(4) Employee identification files (including photographs) maintained for access purposes.

**Authority For Maintenance Of The System:**

( )

**Routine Uses Of Records Maintained In The System, Including Categories Of**

**Users And The Purposes Of Such Uses:**

(1) to determine which individuals should have access to classified material.

(2) to determine eligibility for security clearances.

**Storage:**

Paper records.

**Retrievability:**

By name.

**Safeguards:**

Access is limited to employees having a need to know. Records are stored in locked file cabinets in a controlled access area.

**Policies And Practices For Storing, Retrieving, Accessing, Retaining, And**

**Disposing of Records In The System:**

Retention And Disposal: ( )

**System Manager And Address:**

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

Attention: Security Management Officer.

**Notification Procedure:**

Requests by an individual to determine if ( ) contains information about him/her should be directed to the General Counsel, Assassination Records

Review Board, 600 E Street, N.W., Washington, D.C. 20520. Required

identifying information: Complete Name.

**Record Access Procedure:**

Same as Notification procedure above, except individual must show official photo identification, such as driver's license, passport, or government identification before viewing records.

**Contesting Record Procedure:**

Same as Record Access Procedure.

**Record Source Categories:**

Subject individuals, Questionnaire for Sensitive Positions (SF-86)

**System Exempted From Certain Provisions Of The Act:**

None.

Assassination Records Review Board-2

Assassination Records Review Board-3

*Assassination Records Review Board-4*

*Job applications*

*Mailing lists*

*Subject file*

*Investigations*

*Public Contacts*

*Address Book on Notes*

*Media Contacts*

*Vendor files*

*Travel and reimbursement files*

*Files on Board members?*

*System Name:*

*Administrative and Travel Files.*

*System Classification:*

Unclassified

**System Location:**

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

20530

**Categories Of Individuals Covered By The System:**

Employees and applicants for employment with ( ), including ( )  
contractors and consultants.

**Categories Of Records In The System:**

Record containing the following information:

- (1) Time and attendance;
- (2) Payroll actions and deduction information requests;
- (3) Authorizations for overtime and night differential;
- (4) Credit cards and telephone calling cards issued to individuals;
- (5) Destination, itinerary, mode and purpose of travel;

- (6) *Date(s) of travel and all expenses;*
- (7) *Passport number;*
- (8) *Requests for advance of funds, and voucher with receipts;*
- (9) *Travel authorizations;*
- (10) *Name, address, social security number and birth date;*
- (11) *Employee parking permits.*

***Authority For Maintenance Of The System:***

( )

***Routine Uses Of Records Maintained In The System, Including Categories Of***

***Users And The Purposes Of Such Uses:***

*Treasury Department-To collect withheld taxes, print payroll checks, and issue savings bonds.*

*Internal Revenue Service-To process Federal income tax.*

*State and Local Government-To process state and local income tax.*

*Office of Personnel Management-Retirement records and benefits.*

*Social Security Administration-Social Security record and benefits.*

*Department of Labor-To process-To process Workmen's Compensation claims.*

*Department of Defense-Military Retired Pay Offices-To adjust Military retirement.*

*Savings Institutions-To credit accounts for savings made thorough payroll deductions.*

*Health Insurance Carriers-To process insurance claims.*

*General Accounting Office-Audit-To verify accuracy and legality of disbursement.*

*Veteran's Administration-To evaluate veteran's benefits to which the individual may be entitled.*

*States' Department of Employment Security–To determine entitlement to unemployment compensation or other state benefits.*

*Travel Agencies–To process travel itineraries.*

*Policies And Practices For Storing, Retrieving, Accessing, Retaining, And*

*Disposing Of Records In The System:*

**STORAGE:**

*Paper records, magnetic disk, and computer printouts.*

**Retreivability:**

*By name, social security number, travel dates, and alphanumeric code.*

**SAFEGUARDS:**

*Access is limited to employees having a need to know. Records are stored in locked file cabinets in a controlled access area in accordance with Review Board directives and Federal Guidelines.*

**Retention and Disposal:**

( )

**System Manager And Address:**

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

**Notification Procedure:**

*Requests by an individual to determine to determine whether the Review  
Board possesses information about him or her should be directed to the  
Office of the General Counsel, Assassination Records Review Board, 600 E  
Street, N.W., 2nd Floor, Washington, D.C. 20530. The requester should  
include the following identifying information: complete name, social  
security number, and date of birth.*

**Record Access Procedure:**

*The Record Access procedure is the same as the Notification procedures*

above, except that an individual must show official photo identification, such as driver's license, passport, or government identification before viewing records.

**Contesting Record Procedure:**

Same as Record Access procedure.

**Record Source Categories:**

Subject individuals, timekeepers, official personnel records, GSA for accounting and payroll, OPM for official personnel records, IRS and State officials for withholding and tax information, and travel agency contract.

**System Exempted From Certain Provisions Of The Act:**

None.

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