court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

#### STORAGE:

The records kept by the NSF contractor are on computer tapes. All original application materials are kept at NSF. However, microfilms of application materials received prior to 1963 are kept at NAS.

#### RETRIEVABILITY:

Alphabetically by applicant or nominee name.

#### SAFEGUARDS:

Building is locked during nonbusiness hours. Records at NSF are kept in rooms that are locked during nonbusiness hours. Records maintained by NSF contractors are kept in similar rooms and some records are locked in cabinets. Records maintained in electronic form are accessible only by protected password and available only to those employees with a need-toknow.

#### RETENTION AND DISPOSAL:

NAS tapes are kept indefinitely. Records at NSF are transferred to the Federal Records Center and destroyed 10 years after completion of Fellowship or award.

# SYSTEM MANAGER(S) AND ADDRESS:

Division Director of particular office or program maintaining such records, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

## NOTIFICATION PROCEDURE:

Contact the NSF Privacy Act Officer in accordance with procedures found at 45 CFR part 613. You can expedite your request if you identify the fellowship or award program about which you are interested. For example, indicate whether you applied for or received a "Graduate Fellowship" or a "Faculty Fellowship in Science" as opposed to merely saying you want a copy of your fellowship.

# RECORD ACCESS PROCEDURE:

See "Notification" above.

# CONTESTING RECORD PROCEDURE:

See "Notification" above.

# RECORD SOURCE CATEGORIES:

Information supplied by of for individuals applying for, nominated for, or receiving support, references, the

Education Testing Service, educational institutions supplying transcripts, review records and administrative data developed during selection process and award tenure.

# SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NSF at 45 CFR 613.6 has exempted from disclosure the identity of references and reviewers in accordance with 5 U.S.C. 552a(k)(5).

#### NSF-50

#### SYSTEM NAME:

Principal Investigator/Proposal File and Associated Records.

#### SYSTEM LOCATION:

Decentralized: There are numerous separate files maintained by individual NSF offices and programs. National Science Foundation, 4201 Wilson Boulevard, Arlington, Virginia 22230.

# CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each person that requests, or has previously requested, support from the National Science Foundation, either individually or through an academic or other institution.

## CATEGORIES OF RECORDS IN THE SYSTEM:

The name of the principal investigator, the proposal and its identifying number, supporting data from the academic institution or other applicant, proposal evaluations from peer reviewers, a review record, financial data, and other related material. Other related material includes, for example, committee or panel discussion summaries and other agency records containing or reflecting comments on the proposal or the proposers from peer reviewers.

# AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; 42 U.S.C. 1870.

# PURPOSE(S):

This system enables program offices to maintain appropriate files and investigatory material in evaluating applications for grants or other support. NSF employees may access the system to make decisions regarding which proposals to fund, and to carry out other authorized internal duties.

# ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. Disclosure of information from the system may be made to qualified reviewers for their opinion and evaluation of applicants and their proposals as part of the application review process; and to other Federal government agencies needing information regarding applicants or nominees as part of the application review process, or in order to coordinate programs.

- 2. Information from the system may be provided to the applicant institution for purposes of obtaining data regarding the application review process or award decisions, or administering grant awards.
- 3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.
- 4. Information from the system may be disclosed to contractors, grantees, volunteers and other individuals who perform a service or work on or under a contract, grant, cooperative agreement, or other arrangement with or for the Federal government.
- 5. Information from the system may be given to the Department of Justice or the Office of Management and Budget for the purpose of obtaining advice on the application of the Freedom of Information Act or Privacy Act to the records.
- 6. Information from the system may be given to another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

#### STORAGE:

Various portions of the system are maintained on computer or in hard copy files, depending on the individual program office.

# RETRIEVABILITY:

Information can be accessed from the computer database by addressing data contained in the database, including individual names. An individual's name may be used to manually access material in alphabetized hard copy files.

#### SAFEGUARDS:

All records containing personal information are maintained in secured file cabinets or are accessed by unique passwords and log-on procedures. Only those persons with a need-to-know in order to perform their duties may access the information.

#### RETENTION AND DISPOSAL:

Files are maintained in accordance with approved record retention schedules. Awarded proposals are transferred to the Federal Records