

administrative, personnel, or regulatory action.

#### **SYSTEMS OF RECORDS ARRB-1**

**SYSTEM NAME:**

Address Book on Notes (ARRB-1).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Assassination Records Review Board,  
600 E Street NW., 2nd Floor,  
Washington, DC 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(S) AND ADDRESS:**

David Marwell, Executive Director,  
Assassination Records Review Board,  
600 E Street NW., Washington, DC  
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.

#### **ARRB-2**

**SYSTEM NAME:**

Agency Contacts (ARRB-2).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Assassination Records Review Board,  
600 E Street NW., 2nd Floor,  
Washington, DC 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.