

**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(S) AND ADDRESS:**

Tracy Shycoff, Associate Director for Administration, 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:**

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).

**ARRB-5****SYSTEM NAME:**

Freedom of Information Act Requests (ARRB-5).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

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

Laura Denk, Designated FOIA Officer, 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:**

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

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

No exemptions.

**ARRB-6****SYSTEM NAME:**

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

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

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