

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 MANAGERS AND ADDRESS:**

Thomas Samoluk, Associate Director for Communication, 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:**

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.

**ARRB-8****SYSTEM NAME:**

Personal Security Files (ARRB-8).

**SECURITY CLASSIFICATION:**

Top Secret.

**SYSTEM LOCATION:**

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

David Marwell, Executive Director and Security 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:**

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**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).

**ARRB-9****SYSTEM NAME:**

Personnel Files (ARRB-9).