

**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, current staff, former staff, and pending staff with active offers of employment from the Review Board.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The General Services Administration (GSA) keeps the Official Personnel Files (OPF) of Review Board members and staff. The Review Board keeps copies of documents that are in the OPF at GSA, including copies of SF-171 forms (listing individual's name, address, telephone numbers, availability, salary requirements, military service, special skills, accomplishments, awards, names of references, work history, educational background, social security number, names of family members who work for the Government, whether individual has ever been convicted of a felony). In addition, the Review Board keeps staff resumés (which include much of the same information provided in the SF-171), names of references, interview notes, benefits information, employee evaluations, letters to applicants extending offers of employment, and personnel actions.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**  
44 U.S.C. 2107.8**PURPOSE:**

The purpose of this system is to allow the Review Board to keep effective hiring decisions.

**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:**

Paper files.

**RETRIEVABILITY:**

By name of Assassination Records Review Board member or staff.

**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. Records are stored in locked file cabinets 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:**

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:**

To the greatest extent possible, records in this system are derived from information that the individual provides to the Review Board. Other sources of information include individual's supervisor, persons who act as references for individual, and administrative staff.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**ARRB-10****SYSTEM NAME:**

Public Contacts (ARRB-10).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Assassination Records Review Board,  
600 E Street, NW., 2nd Floor,  
Washington, DC 20530.

**CATEGORIES OF INDIVIDUALS COVERED BY SYSTEM:**

Members of the general public with whom the Assassination Records Review Board has established contact. Members of the public who worked on Presidential commissions or Congressional committees that investigated the assassination.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Individual's name, organization, title, address, telephone, fax number.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. 2107.7(j)

**PURPOSE:**

The purpose of this system is to track Review Board contacts with individuals who are not current employees of other Federal agencies acting in their official capacities. (Contacts with current Federal employees who are acting in their official capacities will appear in the Agency Contacts system of records.) In most cases, Review Board staff members contact such individuals in search of assassination records or information about assassination records.

**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 the subject individual.

**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