

CATEGORIES OF INDIVIDUALS COVERED BY SYSTEM:

Individuals relevant to the assassination.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of individual, information connection the individual to events surrounding the assassination of President Kennedy.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2107.7 (i) and (j)

PURPOSE:

The Review Board staff is divided into several units, one of which is the Research and Analysis unit. Analysts in this unit, together with the Associate Director of Research and Analysis, develop research aids to assist in identifying individuals and events connected to the assassination.

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 document.

RETRIEVABILITY:

Documents are on word processor. Can search documents for 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. 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:

T. Jeremy Gunn, Associate Director for Research and Analysis, 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, secondary source material concerning the assassination, including articles, books, computer databases, and unclassified Government documents.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

No exemptions.

AARB-13**SYSTEM NAME:**

Subject File (ARRB-13).

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:

Individuals who are relevant to the assassination.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, titles, organizations, current and/or former business and/or home addresses, current and/or former business and/or home telephone numbers, current and/or former business and/or home fax numbers, work history, educational history, and connection to events surrounding the assassination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2107.7 (i) and (j)

PURPOSE:

In order to locate as many assassination records as possible, staff members on the Review Board must have a full understanding of events connected to the assassination. The Research and Analysis unit of the Review Board staff maintains this system of records to hold information on a variety of assassination-related subjects, such as "Oswald in Mexico City," "Zapruder Film," and "Jack Ruby."

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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 subject. Subject may be an individual.

SAFEGUARDS:

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