

agency, including whether the information will have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information including the validity of the methodology and assumptions used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology. Comments may be sent to: Larry Gambrell, Agency OMB Clearance Officer, U.S. Department of Agriculture, 14th and Independence Avenue SW., Room 4162 South Building, Washington, DC 20250-2000.

All responses to this notice will be summarized and included in the request for OMB approval.

All comments will also become a matter of public record.

Signed at Washington, DC., December 7, 1995.

Donald M. Bay,

Administrator, National Agricultural Statistics Service.

[FR Doc. 95-30420 Filed 12-13-95; 8:45 am]

BILLING CODE 3410-20-M

Rural Utilities Service

Notice of Request for Extension and Revision of a Currently Approved Information Collection

AGENCY: Rural Utilities Service, USDA.

ACTION: Notice and request for comments.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35, as amended), this notice announces the Rural Utilities Service's (RUS) intentions to request an extension for and revision to a currently approved information collection.

DATES: Comments on this notice must be received by February 12, 1996.

FOR FURTHER INFORMATION CONTACT: Dawn D. Wolfgang, Management Analyst, Program Support Staff, Rural Utilities Service, U.S. Department of Agriculture, 14th & Independence Avenue, SW., AG Box 1522, Washington, DC 20250-1522, Telephone: (202) 720-0812. FAX: (202) 720-4120.

SUPPLEMENTARY INFORMATION:

Title: Seismic Safety of New Building Construction.

OMB Control Number: 0572-0099.

Expiration Date: February 28, 1996.

Type of Request: Extension and revision of a currently approved information collection.

Abstract: The Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 *et seq.*) was enacted to reduce risks to life and property through the establishment and maintenance of the National Earthquake Hazards Reduction Program (NEHRP). The Federal Emergency Management Agency (FEMA) is designated as the agency with the primary responsibility to plan and coordinate the NEHRP. This program includes the development and implementation of feasible design and construction methods to make structures earthquake resistant. Executive Order 12699 of January 5, 1990, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction, requires that measures to assure seismic safety be imposed on federally assisted new building construction.

Title 7 Part 1792, Subpart C, Seismic Safety of Federally Assisted New Building Construction, identifies acceptable seismic standards which must be employed in new building construction funded by loans, grants, or guarantees made by RUS or the Rural Telephone Bank (RTB) or through lien accommodations or subordinations approved by RUS or RTB. This subpart implements and explains the provisions of the loan contract utilized by the RUS for both electric and telecommunications borrowers and by the RTB for its telecommunications borrowers requiring construction certifications affirming compliance with the standards.

Estimate of Burden: Public reporting burden for this collection of information is estimated to average 1.5 hours per response.

Respondents: Small business or organizations.

Estimated Number of Respondents: 100

Estimated Number of Responses per Respondent: 2

Estimated Total Annual Burden on Respondents: 300

Copies of this information collection, and related form and instructions, can be obtained from Dawn Wolfgang, Program Support Staff, at (202) 720-0812.

Comments are invited on: (a) Whether this proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (b) the accuracy of the agency's estimate of burden of the proposed collection of information; (c) ways to enhance the quality, utility, and

clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Comments may be sent to: F. Lamont Heppe, Jr., Deputy Director, Program Support Staff, Rural Utilities Service, U.S. Department of Agriculture, 14th & Independence Ave., SW., AG Box 1522, Washington, DC 20250-1522. FAX: (202) 720-4120.

All responses to this notice will be summarized and included in the request for OMB approval. All comments will also become a matter of public record.

Dated: December 7, 1995.

Wally Beyer,

Administrator, Rural Utilities Service.

[FR Doc. 95-30488 Filed 12-13-95; 8:45 am]

BILLING CODE 3410-15-P

ASSASSINATION RECORDS REVIEW BOARD

Privacy Act Systems of Records

AGENCY: Assassination Record Review Board.

ACTION: Notice of systems of records.

SUMMARY: The Assassination Records Review Board (Review Board) proposes to establish an inventory of fifteen systems of records that are subject to the Privacy Act of 1974. In this notice, the Review Board provides the required information on these fifteen systems of records.

FOR FURTHER INFORMATION CONTACT: T. Jeremy Gunn, General Counsel, Assassination Records Review Board, 600 E Street NW., 2nd Floor, Washington, DC 20530, (202) 724-0088.

SUPPLEMENTARY INFORMATION: Title 5 U.S.C. 552a(e) (4) and (11) provide that the public be given a 30 day period in which to comment on any new routine use of a system of records. The Office of Management and Budget, which has oversight responsibilities under the Act, requires a 40 day period in which to conclude its review of the new systems. Therefore, please submit any comments by January 16, 1996. The public, OMB, and the Congress are invited to send written comments to T. Jeremy Gunn, General Counsel, Assassination Records Review Board, 600 E Street NW., Washington, DC 20530.

In accordance with 5 U.S.C. 552a(r), the Review Board has provided a report to OMB and the Congress on the proposed systems of records.

Elsewhere in today's Federal Register is a regulation exempting certain

systems of records from certain requirements of the Privacy Act.

Procedures for all Systems of Records
Notification Procedure:

Requests by an individual to determine if any Assassination Records Review Board system of records contains information about him or her should be directed to the Privacy Act Officer at the Assassination Records Review Board, 600 E Street NW., 2nd Floor, Washington, DC 20530. Requesters will be required to provide their complete name and a certification indicating that they are the person they claim to be, to the Privacy Act Officer. To ensure that the Review Board does not make a wrongful disclosure, the Privacy Act Officer may, at any time, require additional information verifying the identity of the requester. Section 1415.15 of the Review Board's Rules Implementing the Privacy Act, printed elsewhere in today's Federal Register, establishes procedures for systems of records notification.

Record Access Procedure

The record access procedure is the same as the notification procedure, except that an individual must present to the Privacy Act Officer an official photo identification, such as a driver's license, *passport*, or Government identification, before viewing records. Sections 1415.20 and 1415.25 of the Review Board's Rules Implementing the Privacy Act, printed elsewhere in today's Federal Register, establishes procedures for accessing Privacy Act records.

Contesting Record Procedure

An individual may request amendment of those records covered by the Privacy Act that are not accurate, relevant, timely, or complete. Section 1415.35 of the Review Board's Rules Implementing the Privacy Act, printed elsewhere in today's Federal Register, establishes procedures for requesting amendment of Privacy Act records.

Routine Uses for all Systems of Records

Routine Use for Disclosure to the Department of Justice for Use in Litigation

To the Department of Justice when: (a) The Review Board, or (b) any employee of the Review Board in his or her official capacity where the Department of Justice has agreed to represent the employee, or (c) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the Review Board determines that the records are both

relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the Review Board to be for a purpose that is compatible with the purpose for which the Review Board collected the records.

Routine Use for Other Disclosures in Litigation

To a court or adjudicative body in a proceeding when: (a) The Review Board, or (b) any employee of the Review Board in his or her official capacity, or (c) any employee of the Review Board in his or her individual capacity where the Review Board has agreed to represent the employee, or (d) the United States Government, is a party to litigation or has an interest in litigation, and by careful review, the Review Board determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the Review Board to be for a purpose that is compatible with the purpose for which the Review Board collected the records.

Routine Use for Law Enforcement Purposes

When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, state, local, or tribal, or other public authority responsible for enforcing, investigating, or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.

Routine Use for Disclosure to a Member of Congress at the Request of a Constituent

To a member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.

Routine Use for Disclosure to NARA

Records from systems of records may be disclosed to the National Archives and Records Administration or to the General Services Administration for records management inspections

conducted under 44 U.S.C. 2904 and 2906.

Routine Use for Disclosure to Contractors Under Section (m)

To Review Board contractors, grantees, experts, consultants, or volunteers who the Review Board engages to assist in the performance of a service related to a particular system of records and who need to have access to the records in order to perform the activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 U.S.C. 552a(m).

Routine Use for Disclosure to HHS Parent Locator System for Finding Parents Who Do Not Pay Child Support

The name and current address of record of an individual may be disclosed from certain systems of records to the parent locator service of the Department of HHS or authorized persons defined by Pub. L. 93-647. 42 U.S.C. 653.

Routine Use for Use in Employment, Clearances, Licensing, Contract, Grant, or Other Benefits Decisions by the Review Board

Disclosure may be made to Federal, state, local, or foreign agency maintaining civil, criminal, or other relevant enforcement records, or other pertinent records, or to another public authority or professional organization, if necessary to obtain information relevant to an investigation concerning the retention of an employee or other personnel action (other than hiring), the retention of a security clearance, the letting of a contract, or the issuance or retention of a grant, or other benefit.

Routine Use in Employment, Clearances, Licensing, Contract, Grant, or Other Benefit Decisions by Other Than the Review Board

Disclosure may be made to a Federal, state, local, foreign, or tribal or other public authority that certain systems of records contain information relevant to the retention of an employee, the retention of a security clearance, the letting of a contract, or the issuance or retention of a license, grant, or other benefit. The other agency or licensing organization may then make a request supported by the written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil,

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.

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:

Yes. Some portions of this system of records are eligible for exemption under 5 U.S.C. 552a(k)(2).

ARRB-3**SYSTEM NAME:**

Correspondence (ARRB-3).

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

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

CATEGORIES OF INDIVIDUALS COVERED BY SYSTEM:

Any individual who corresponds with the Assassination Records Review Board.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of the letters that individuals send to the Review Board, and letters that the Review Board sends to individuals. The records may include names, addresses, telephone numbers, and any other information individuals

provide to the Review Board in correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

PURPOSE:

The purpose of this system is to keep track of the Review Board's correspondence with individuals who correspond with the Review Board.

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 individual who corresponds with Review Board.

SAFEGUARDS:

This system of records is located in a file cabinet 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 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:

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:

Individual who writes to the Review Board, and Review Board staff members who respond to correspondence.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

No exemptions.

ARRB-4**SYSTEM NAME:**

Employment Applications (ARRB-4).

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 apply to the Assassination Records Review Board for employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Resumes, cover letters, references, correspondence to and from applicants. Individual information may include name, address, telephone numbers, educational history, work history, and any other information the applicant provides.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2107.8

PURPOSE:

The purpose of this system is to maintain a file of the applications for employment received by the Review Board.

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 may contact references provided by the applicant for the purpose of verifying information in the application and in the interview.

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 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

assassination investigations, and individuals who were cooperative witnesses in prior assassination investigations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records on individuals under investigation may include: Name, address, date and place of birth, social security number, last known home address, individual's connection to the assassination of President Kennedy, names of relatives and/or acquaintances, work history, and educational history. Other records in the system include: Correspondence, call reports, interview reports, investigative notes, requests to Financial Crimes Enforcement Network for information and responses, requests to National Personnel Records Centers for information and responses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2107.7(j)

PURPOSE:

The purpose of this system is to investigate where assassination records may be located. This purpose is accomplished by contacting members of the public, prior Federal employees who worked on committees and commissions that investigated the assassination or who were possible subjects of assassination investigations, individuals who acted as witnesses in prior assassination investigations, and individuals who research events or topics relevant 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 databases and paper files.

RETRIEVABILITY:

Computer database: Full text is indexed on computer. Can search by any text. Paper files: By subject of investigation.

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. Only Review Board members and staff have access to Review Board computers where parts of this particular system of records are 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 Montague, Investigator, 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 provide information in response to investigative telephone calls, correspondence, and interviews. Review Board members and staff. Financial Crimes Enforcement Network printouts. National Personnel Records Center.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

Yes. Some portions of this system of records are eligible for exemption from 5 U.S.C. 552a(k)(2).

ARRB-7

SYSTEM NAME:

Mailing List (ARRB-7).

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

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

CATEGORIES OF INDIVIDUALS COVERED BY SYSTEM:

Names and mailing addresses of individuals who have either asked to receive public mailings or who have written to the Review Board inquiring about general information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual names and addresses of individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2107.7(j)

PURPOSE:

The purpose of this system is to have a central list of names and addresses of individuals who have asked the Review Board to place their names and addresses on the Review Board's mailing list. These individuals receive all press releases and notices that the Review Board prints in the Federal Register.

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 person on the mailing list.

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 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:

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 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).

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:

No exemptions.

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

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:

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:

Review Board staff members.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

Yes. Some portions of this system of records are eligible for exemption under 5 U.S.C. 552a(k)(2).

ARRB-11**SYSTEM NAME:**

Record Identification Form Databases (ARRB-11).

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 listed on record identification forms.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record Identification Forms list, in relevant part, the names of individuals who are mentioned in the particular Government record that is the subject of the Record Identification Form.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2107.9 and 2107.7 (i) and (j)

PURPOSE:

The JFK Act requires that each assassination record be accompanied by an electronic identification aid. The National Archives designed the form for these record identification forms, and the Review Board uses these forms regularly in keeping track of assassination records that have been, are being, or need to be processed. The forms have two sections that often contain the names of individuals—the “to/from” section that identifies the author and the addressee of the assassination record and the “subjects” section that identifies the subject matter of the document. Generally, the name is the only personal information that appears on the form, so the effects on the privacy of individuals is minimal. The JFK Act, 44 U.S.C. 2107.9 and 2107.7 (i) and (j), provides authority for maintenance of this system. The documents in this system are generated, in large part, by other Federal agencies and each document in the system refers to a record that originated in another Federal 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. 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:

The JFK Act requires that all agencies with assassination records process those records under the JFK Act and create a “record identification form” that identifies the record. The agency sends its electronic version of the record identification forms to the Review Board. The information in the record identification forms originates with the agency that created the form.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

No exemptions.

ARRB-12**SYSTEM NAME:**

Research and Analysis Research Aids (ARRB-12).

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 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."

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 subject. Subject may be an individual.

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:

T. Jeremy Gunn, Associate Director for Research and Analysis, Assassination Records Review Board,

600 E Street NW, 2nd Floor,
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:

Secondary source materials, including articles, books, computer databases, and unclassified Government records.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

Yes. Some portions of this system of records are eligible for exemption under 5 U.S.C. 552a (k)(1) and (k)(2).

ARRB-14**SYSTEM NAME:**

Time and Attendance Files (ARRB-14).

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

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

CATEGORIES OF INDIVIDUALS COVERED BY SYSTEM:

Current and former Assassination Records Review Board members and staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, social security number, and time and attendance records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2107.8

PURPOSE:

The purpose of this system of records is to keep track of Review Board staff members' time and attendance at work in order to administer payroll, annual leave, and sick leave policies.

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 Associate Director for Administration routinely discloses information from this system to the General Services Administration.

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 a locked file cabinet 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:

The Associate Director for Administration fills in the forms in the system based on leave request forms that individual staff members complete.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

No exemptions.

ARRB-15**SYSTEM NAME:**

Travel and Reimbursement Files (ARRB-15).

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, staff, and invited speakers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, addresses, telephone numbers, fax numbers, social security numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2107.8

PURPOSE:

The purpose of this system of records is to keep track of Review Board members', contractors', and staff members' travel plans, expenses, and reimbursements.

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 Associate Director for Administration and the Assistant Associate Director for Administration routinely use this system of records to arrange and track business travel for Review Board members and staff. In addition, the Associate Director for Administration and the Assistant Associate Director for Administration use the system of records to track expenses of Review Board members and staff and to reimburse Review Board members and staff for expenses. The Review Board discloses information from this system of records to travel agents and travel vendors. In addition, the Review Board discloses information from this system of records to the General Services Administration.

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 individual traveler or individual who requires reimbursement.

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 a locked file cabinet 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). 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:

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:

Review Board members and staff. Travel agents. Travel vendors. General Services Administration.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

No exemptions.

Dated: December 8, 1995.

David G. Marwell,
Executive Director, Assassination Records Review Board.
[FR Doc. 95-30383 Filed 12-13-95; 8:45 am]

BILLING CODE 6118-01-P

DEPARTMENT OF COMMERCE**Agency Form Under Review by the Office of Management and Budget**

DOC has submitted to the Office of Management and Budget (OMB) for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. chapter 35).

Agency: Bureau of the Census.

Title: National Employers Survey II.

Form Number(s): None. Automated survey instrument.

Agency Approval Number: 0607-0787.

Type of Request: Reinstatement, with change, of a previously approved collection for which approval has expired.

Burden: 600 hours.

Number of Respondents: 3,000

Avg Hours Per Response: 12 minutes.

Needs and Uses: The Bureau of the Census plans to conduct a follow-up to the National Employers Survey (NES) (originally titled the National Training Survey) which was conducted in the Fall of 1994. The NES provided a baseline of information about how employment, training, and hiring practices affect and promote a skilled and proficient workforce. Results were enthusiastically welcomed and accepted by government, business, and academia as filling a need for information on employment, training, and hiring practices and policies. The NES II is a short follow-up survey directed to the original NES respondents to clarify, confirm, and amplify the results of the original survey, as well as address some points raised by those results. Employers will use the results of the NES, augmented with this follow-up information, to formulate employment practices and policies. Government will use the results in legislative and policy-making decisions.

Affected Public: Businesses or other for-profit organizations.

Frequency: One time.

Respondent's Obligation: Voluntary.

OMB Desk Officer: Maria Gonzalez, (202) 395-7313.

Copies of the above information collection proposal can be obtained by calling or writing Gerald Taché, DOC Forms Clearance Officer, (202) 482-3271, Department of Commerce, room 5312, 14th and Constitution Avenue, NW, Washington, DC 20230.

Written comments and recommendations for the proposed information collection should be sent within 30 days of publication of this notice to Maria Gonzalez, OMB Desk Officer, room 10201, New Executive Office Building, Washington, DC 20503.

Dated: December 8, 1995.

Gerald Taché,

Departmental Forms Clearance Officer, Office of Management and Organization.

[FR Doc. 95-30412 Filed 12-13-95; 8:45 am]

BILLING CODE 3510-07-F

Agency Form Under Review by the Office of Management and Budget

DOC has submitted to the Office of Management and Budget (OMB) for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. chapter 35).

Agency: Bureau of the Census.

Title: 1996 Annual Demographic Survey - Supplement to the Current Population Survey.

Form Number(s): CPS-580, -580(SP), -676, -676(SP).

Agency Approval Number: 0607-0354.

Type of Request: Extension of a currently approved collection.

Burden: 23,442 hours.

Number of Respondents: 58,000.

Avg Hours Per Response: 24½ minutes.

Needs and Uses: The Bureau of the Census conducts the Annual Demographic Survey (ADS) every year in March as a supplement to the Current Population Survey (CPS). In the ADS, we collect information in the areas of work experience, migration, personal income and noncash benefits, household noncash benefits, and race. The Bureau of Labor Statistics and the Department of Health and Human Services co-sponsor the supplement along with the Census Bureau and use data gathered in the ADS to determine the official Government poverty statistics. The questions for the 1996 supplement will be the same as those asked in 1995 with some new items and some changes to existing items.

Affected Public: Individuals or households.

Frequency: Annually.

Respondent's Obligation: Voluntary.

OMB Desk Officer: Maria Gonzalez, (202) 395-7313.

Copies of the above information collection proposal can be obtained by calling or writing Gerald Taché, DOC Forms Clearance Officer, (202) 482-3271, Department of Commerce, room 5312, 14th and Constitution Avenue, NW, Washington, DC 20230.

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