

STATE-02

SYSTEM NAME:

Board of Appellate Review Records.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Department of State; 2201 C Street, NW;
Washington, DC 20520.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals whose appeal in cases involving loss of nationality or the revocation of a passport was decided by the Board of Appellate Review (Board).

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence between the appellant or his/her attorney and the Department, the appellant's passport file* , and copies of decisions rendered by the Board of Appellate Review.

* These records are only held in the Board of Appellate Review Records, STATE-02, for the duration of the review after which they are returned to Passport Records. STATE-26.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

22 CFR part 7 (Board of Appellate Review); 22 CFR part 50 (Nationality Procedures); 22 CFR part 51 (Passports).

PURPOSE(S):

The information collected and maintained records the actions of the Board of Appellate review which directly affects the citizenship and passports of those who appeal Department of State determinations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:

The information in this system is primarily used:

- * By the Board to review individual cases under appeal involving loss of U.S. citizenship and revocation of U.S. passport cases;
- * By the Board for its value as a body of precedents and as an analysis of relevant law and regulations;
- * By the Department of Justice when seeking assistance in determining the citizenship status and passport eligibility of an individual; and
- * By attorneys representing the individual.

Also see the "Routine Uses"

Paragraph of the Prefatory Statement published in the Federal Register and on our web site at www.foia.state.gov.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM: STORAGE:

Electronic media, hard copy.

RETRIEVABILITY:

Individual name.

SAFEGUARDS:

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department and its annexes is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and ad hoc monitoring of computer usage.

RETENTION AND DISPOSAL:

These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with published records schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director; Office of IRM Programs and Services; SA-2; Department of State; 515 22nd Street. NW; Washington. DC 20522- 6001.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Director; Office of the Legal Adviser; Department of State; 2201 C Street, NW; Washington. DC 20520.

NOTIFICATION PROCEDURE:

Individuals who have reason to believe that the Board of Appellate Review might have records pertaining to themselves should write to the Director; Office of IRM Programs and Services; SA-2; Department of State; 515 22nd Street. NW; Washington. DC 20522- 6001. The individual must specify that he/she wishes the Board of Appellate Review Records to be checked. At a minimum, the individual should include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances that caused the creation of the record and the approximate dates

which give the individual cause to believe that the Board of Appellate Review has records about him/her; and preferably his/her social security number.

RECORD ACCESS AND AMENDMENT PROCEDURES:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director; Office of IRM Programs and Services (address above).

RECORD SOURCE CATEGORIES:

These records contain information obtained primarily from the individual who is the subject of these records and from his/her passport records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Pursuant to 5 U.S.C. 552a (k)(1) and (k)(2) records in this system of records may be exempted from 5 U.S.C. 552a(c)(3). (d). (e)(1). (e)(4)(G). (H). and (I) and (f).