

## **NSF-26 System of Record Notice**

**System name:** Personnel Security.

**System location:** National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230.

**Categories of individuals covered by the system:** NSF employees, IPA's, Visiting Scientists, and NSF Contractors.

**Categories of records in the system:** Categories of records in the system include: adjudication files, databases, card files and file folders. Information in these records include employee name, clearance level, date of clearance, investigative report, investigation and security clearance information.

**Authority for maintenance of the system:** The Foundation's Personnel Security Program was established pursuant to Executive Orders 10450, 123656, and 12968, Title 5 U.S.C. sections 3301, 7312, 7531, and 7532.

**Purpose of system:** The information is used track information on personnel security clearances, and investigations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Information from this system may be disclosed to:

1. Security Officers of other Federal agencies.
2. Another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding.
3. The Department of Justice, to the extent disclosure is compatible with the purpose for which the record was collected and is relevant and necessary to litigation or anticipated litigation, in which one of the following is a party or has an interest: (a) NSF or any of its components; (b) an NSF employee in his/her official capacity; (c) an NSF employee in his/her individual capacity when the Department of Justice is representing or considering representing the employee; or (d) the United States, when NSF determines that litigation is likely to affect the Agency.
4. Contractors, grantees, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, or other arrangement with or for the Federal government, as necessary to carry out their duties.
5. Representatives of the General Services Administration and the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.

**Policies and practices for storing, retrieving, accessing retaining, and disposing of records in the system:**

**Storage:** Records are maintained in file folders, in a computerized electronic database (NSF LAN), in a WORD file and Cardex file.

**Retrievability:** Records are retrieved alphabetically by last name of employee.

**Safeguards:** Building employees security guards. Building is locked during non-business hours when guard is not on duty. Room in which records are kept is locked during non-business hours.

**Retention and disposal:** Destroyed 2 years after separation of employee.

**System manager(s) and address:** Personnel Security Officer, Division of Human Resource Management, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

**Notification procedure:** The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613.

**Record access procedure:** See "Notification" above.

**Contesting record procedures:** See "Notification" above.

**Record source categories:** From the individual and OPM investigations.

**System exemptions from certain provisions of the Privacy Act:** None.