

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former employees of the FBI.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of visits to health facilities relating to sickness, injuries or accidents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The head of each agency is responsible, under 5 U.S.C. 7902, for keeping a record of injuries and accidents to its employees and for reducing accidents and health risks. These records are maintained under the general authority of 5 U.S.C. 301 so that the FBI can be kept aware of the health related matters of its employees and more expeditiously identify them.

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

These records are maintained by the FBI to identify matters relating to the health of its present and former employees. Information is available to employees of the FBI whose job function relates to identifying and resolving health matters of former and current personnel of the FBI.

In addition, information may be released to the National Archives and Records Administration and the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Previous procedure of creation and maintenance of 3 x 5 index cards to record individual health service visits has been phased out and a clinical folder is created to maintain an employee health record and SF 510, "Nursing Notes". The information is maintained manually in a file folder.

RETRIEVABILITY:

By name.

SAFEGUARDS:

These records are maintained by FBI personnel during working hours and in locked file cabinets during non-working hours. Security guards further restrict access to the building to authorized personnel.

RETENTION AND DISPOSAL:

Remaining index cards will be destroyed 8 years after date of last entry (GRS #1, Item 19). The folder containing the health record and nursing notes will

be transferred to the employee's medical folder, an appendage of the Office Personnel Folder, when Health Unit is notified of resignations or retirements.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, DC 20535.

NOTIFICATION PROCEDURE:

Written inquiries, including name, address and social security number, to determine whether this system of records contains records about an individual may be addressed to Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, DC 20535, and/or individually to the field offices which maintain similar records.

RECORD ACCESS PROCEDURES:**CONTESTING RECORD PROCEDURES:**

Written inquiries, including name, date of birth and social security number, requesting access or contesting the accuracy of records may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, DC 20535, and the above-mentioned field offices at addresses referred to in system notice Justice/FBI 002.

RECORD SOURCE CATEGORIES:

Employees of the Federal Bureau of Investigation originate their own records. Nursing Notes appear on SF 510.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

JUSTICE/FBI-012**SYSTEM NAME:**

Time Utilization Record/Keeping (TURK) System.

SYSTEM LOCATION:

Administrative Services Division, Federal Bureau of Investigation, J. Edgar Hoover Building, 10th and Pennsylvania Avenue, NW, Washington, DC 20535.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Special Agents, Accounting Technicians, Investigative Assistants, and Laboratory Technicians.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains by-weekly time utilization data of Special Agents, Accounting Technicians, Investigative Assistants and Laboratory Technicians.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

This system of records is maintained under the authority of 31 U.S.C. 66a

which requires the head of the Department, or his delegate, to establish a system of accounting and internal control designed to provide full disclosure of the financial results of the FBI's activities; adequate financial information needed for the FBI's management purposes and effective control over and accountability for all funds, property and other assets for which the FBI is responsible.

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

For the purpose of producing cost accounting reports reflective of personnel utilization, records may be made available to the General Accounting Office, the Office of Management and Budget and the Treasury Department.

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

Information maintained in the system is stored electronically on magnetic tapes and discs for use in a computer environment.

RETRIEVABILITY:

Information is retrieved by name and/or social security number and summarized by Cost Center.

SAFEGUARDS:

Information is safeguarded and protected in accordance with the FBI's Computer Center regulations that permit access and use by authorized personnel only.

RETENTION AND DISPOSAL:

Biweekly magnetic tapes and discs are retained for a period of 3 years. Hard copy records are retained in accordance with instructions contained in GRS No. 8, Items 7 and 8, and GSA Bulletin FPMR-47, "Archives and Records". Hard copy records are destroyed; magnetic tapes are erased and reused. (Job No. NCI-65-82-4, part E. 13c. (1)).

SYSTEM MANAGER(S) AND ADDRESS:

Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, DC 20535.

NOTIFICATION PROCEDURE:

Same as above.

RECORD ACCESS PROCEDURES:**CONTESTING RECORD PROCEDURES:**

Written requests for access to information may be made by an employee through his supervisor or by former employees by writing to: Federal Bureau of Investigation, 9th and

Pennsylvania Avenue, NW.,
Washington, DC 20535 (Attn:
Administrative Services Division).
Contesting of any information should be
set out in written detail and forwarded
to the above address. A check of all
supportive records will be made to
determine the factual data in existence.

RECORD SOURCE CATEGORIES:

Source of information is derived from
daily time utilization recording made by
the employees.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS
OF THE ACT:**

None.

JUSTICE/FBI-013**SYSTEM NAME:**

Security Access Control System
(SACS).

SYSTEM LOCATION:

Federal Bureau of Investigation, J.
Edgar Hoover Building, 10th and
Pennsylvania Avenue, NW.,
Washington, DC 20535.

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

Individuals, both FBI employees and
outside visitors, who have been granted
access to the J. Edgar Hoover Building.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains computerized
information concerning names, badge
numbers, and the dates and times of
entries of those individuals, including
escorted visitors, who have been issued
access badges to the J. Edgar Hoover
Building.

AUTHORITIES FOR MAINTENANCE OF THE SYSTEM:

The maintenance of this system is
authorized by Executive Order 12065,
the Privacy Act of 1974 (5 U.S.C.
552a(e)(10)) and Pub. L. No. 90-620, as
amended (44 U.S.C. chapters 21 and 33).
Each of these two statutes, as well as the
Executive Order, is directed toward
security of United States Government
records maintained by Federal agencies.

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

Category of users: Federal Bureau of
Investigation management officials and
security personnel. The information is
used to determine the status of
individuals entering the building and
maintain control of badges issued to
individuals requiring access to the J.
Edgar Hoover Building.

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

The automated portion of the records
is maintained on *hard disk and/or
floppy diskettes*. Documentary records
are maintained in manual file folders.

RETRIEVABILITY:

Alphabetically by last name;
numerically by access badge number.

SAFEGUARDS:

Maintained in a locked room, which
is manned 24 hours per day, with access
limited to FBI security personnel.

RETENTION AND DISPOSAL:

Computerized records are maintained
for one year and hard copy computer
listings are maintained for six months.
Cards containing badge information are
destroyed when administrative needs
have expired. Duplicate badges are
maintained on individuals granted
permanent access to the building until
access is no longer required and/or
upon separation or transfer. (Job No.
NC1-65-82-4, Part B. 66c. (B); part E.
13c (1)).

SYSTEM MANAGER(S) AND ADDRESS:

Director, Federal Bureau of
Investigation, J. Edgar Hoover Building,
10th and Pennsylvania Avenue NW.,
Washington, DC 20535.

NOTIFICATION PROCEDURE:

Inquiry concerning this system should
be in writing and made to the system
manager listed above.

RECORD ACCESS PROCEDURES:

Same as above.

CONTESTING RECORD PROCEDURES:

Same as above.

RECORD SOURCE CATEGORIES:

See categories of individuals.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS
OF THE ACT:**

None.

JUSTICE/FBI-015**SYSTEM NAME:**

National Center for the Analysis of
Violent Crime (NCAVC).

SYSTEM LOCATION:

Federal Bureau of Investigation,
Training Division, FBI Academy,
Behavioral Science Unit, Quantico,
Virginia 22135.

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

A. Individuals who relate in any
manner to official FBI investigations

into violent crimes including, but not
limited to, subjects, suspects, victims,
witnesses, close relatives, medical
personnel, and associates who are
relevant to an investigation.

B. Individuals who are the subject of
unsolicited information or who offer
unsolicited information, and law
enforcement personnel who request
assistance and/or make inquiries
concerning records.

C. Individuals who are the subject of
violent crime research studies
including, but not limited to, criminal
personality profiles, scholarly journals,
and news media references.

CATEGORIES OF RECORDS IN THE SYSTEM:

The National Center for the Analysis
of Violent Crime will maintain in both
manual and automated formats case
investigation reports on all forms of
solved and unsolved violent crimes.
These violent crimes include, but are
not limited to, acts or attempted acts of
murder, kidnapping, incendiary arson
or bombing, rape, physical torture,
sexual trauma, or evidence of violent
forms of death. Less than ten percent of
the records which are analyzed may not
be directly related to violent activities.

A. Violent Criminal Apprehension
Program (VICAP) case reports submitted
to the FBI by a duly constituted Federal,
State, county, municipal, or foreign law
enforcement agency in any violent
criminal matter. VICAP reports include,
but are not limited to, crime scene
descriptions, victim and offender
descriptive data, laboratory reports,
criminal history records, court records,
news media references, crime scene
photographs, and statements.

B. Violent crime case reports
submitted by FBI headquarters or field
offices, and case reports submitted to
the FBI by a duly constituted Federal,
State, county, municipal, or foreign law
enforcement agency in any violent
criminal matter.

C. Violent crime research studies,
scholarly journal articles, textbooks,
training materials, and news media
references of interest to NCAVC
personnel.

D. An index of all detected trends,
patterns, profiles and methods of
operation of known and unknown
violent criminals whose records are
maintained in the system.

E. An index of the names, addresses,
and contact telephone numbers of
professional individuals and
organizations who are in a position to
furnish assistance to the FBI's NCAVC
operation.

F. An index of public record sources
for historical, statistical, and