

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. (8); 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

demographic data collected by the U.S. Bureau of the Census.

G. An alphabetical name index pertaining to all individuals whose records are maintained in the system.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. Section 3101; 41 CFR subpart 101-11.2 and 28 U.S.C. Section 534.

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

Currently, the NCAVC is administered by the FBI through its Training Division, located at the FBI Academy, Quantico, Virginia. Its primary mission is to consolidate research, training, and operational support activities for the express purposes of providing expertise to any legitimate law enforcement agency confronted with unusual, bizarre, and/or particularly vicious or repetitive violent crimes.

Records described above are maintained in this system to permit the FBI to function efficiently as an authorized, responsive component of the Department of Justice. Therefore, the information in this system is disclosed to officials and employees of the Department of Justice, and/or all components thereof, who need the information to perform their official duties.

Information in this system may be disclosed as a routine use to any Federal, State, local, or foreign government agency directly engaged in the criminal justice process where access is directly related to a law enforcement function of the recipient agency in connection with the tracking identification, and apprehension of persons believed to be engaged in repeated or exceptionally violent acts of criminal behavior.

Information in this system may be disclosed as a routine use in a proceeding before a court or adjudicative body, e.g., the Equal Employment Opportunity Commission and the Merit Systems Protection Board, before which the FBI is authorized to appear, when (a) the FBI or any employee thereof in his or her official capacity, or (b) any employee in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (c) the United States, where the FBI determines it is likely to be affected by the litigation, is a party to litigation or has an interest in litigation and such records are determined by the FBI to be relevant to the litigation.

Information in this system may be disclosed as a routine use to an

organization or individual in both the public or private sector pursuant to an appropriate legal proceeding or, if deemed necessary, to elicit information or cooperation from the recipient for use by the FBI in the performance of an authorized activity. An example could be where the activities of an individual are disclosed to a member of the public to elicit his/her assistance in FBI apprehension or detection efforts.

Information in this system may be disclosed as a routine use to an organization or individual in the public or private sector where there is reason to believe the recipient is or could become the target of a particular criminal activity or conspiracy and to the extent the information is relevant to the protection of life or property.

Relevant information may be disclosed from this system to the news media and general public where there exists a legitimate public interest. Examples would include: To obtain public or media assistance in the tracking, identifying, and apprehending of persons believed to be engaged in repeated acts of violent criminal behavior; to notify the public and/or media of arrests; to protect the public from imminent threat to life or property where necessary; and to disseminate information to the public and/or media to obtain cooperation with violent crime research, evaluation, and statistical programs.

Information in this system may be disclosed as is necessary to appropriately respond to congressional inquiries on behalf of constituents.

A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration (NARA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906 to the extent that legislation governing the record permits.

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

**STORAGE:**

Information in the system is stored manually in locked file cabinets, either in its natural state or on microfilm, at the NCAVC in Quantico, Virginia. The active main files are maintained in hard copy form and some inactive records are maintained on microfilm.

In addition, some of the information is stored in computerized data storage devices at the NCAVC and FBI Computer Center in Washington, DC. Investigative information which is maintained in computerized form may be stored in memory on disk storage on

computer tape, or on computer printed listings.

**RETRIEVABILITY:**

On-line computer access to NCAVC files is achieved by using the following search descriptors:

A. A data base which contains the names of individuals, their birth dates, physical descriptions, and other identification numbers such as FBI numbers, if such have been assigned.

B. Summary variables contained on VICAP reports submitted to the NCAVC as previously described.

C. Key words citations to violent crime research studies, scholarly journal articles, textbooks, training materials, and media references.

**SAFEGUARDS:**

Records are maintained in restricted areas and accessed only by FBI employees. All FBI employees receive a complete pre-employment background investigation. All employees are cautioned about divulging confidential information or any information contained in FBI files. Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a ten thousand dollar fine or 10 years' imprisonment or both. Employees who resign or retire are also cautioned about divulging information acquired in the job.

Registered mail is used to transmit routine hard copy records between field offices. Highly classified records are hand carried by Special Agents or personnel of the Armed Forces Courier Service. Highly classified or sensitive privacy information, which is electronically transmitted between field offices and to and from FBI Headquarters, is transmitted in encrypted form to prevent interception and interpretation.

Information transmitted in teletype form between the NCAVC in Quantico, Virginia and the FBI Computer Center in Washington, DC, is encrypted prior to transmission at both places to ensure confidentiality and security of the data.

FBI field offices involved in certain complicated, investigative matters may be provided with on-line access to the computerized information which is maintained for them on disc storage in the FBI Computer Center in Washington, DC. This computerized data is also transmitted in encrypted form.

**RETENTION AND DISPOSAL:**

Records are proposed for destruction after 50 years or upon termination of the program, whichever is earlier. The

disposition schedule is pending with NARA as Job No. N1-65-88-13.

**SYSTEM MANAGER(S) AND ADDRESS:**

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

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURES:**

Requests for access to records in this system shall be made in writing with the envelope and the letter clearly marked "Privacy Access Request." The request must provide the full name, complete address, date of birth, place of birth, and notarized signature of the individual who is the subject of the record requested. The request should also include the general subject matter of the document or its file number—along with any other known information which may assist in making a search of the records. The request must also provide a return addressing for transmitting the information. Access requests should be addressed to the Director, Federal Bureau of Investigation, Washington, DC 20535.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the Director, Federal Bureau of Investigation, Washington, DC 20535. The request should state clearly and concisely (1) the reasons for contesting the information, and (2) the proposed amendment to the information.

**RECORD SOURCE CATEGORIES:**

The FBI, by the very nature of its responsibilities to investigate violations of law within its investigative jurisdiction and ensure the internal security of the United States, collects information from a wide variety of sources. Basically, information is obtained, as a result of investigative efforts, from other Government agencies, law enforcement agencies, the general public, informants, witnesses, and public source material.

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

The Attorney General has exempted this system from subsections (c)(3), (d), (e)(1), (e)(4) (G) and (H), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c), and (e).

**JUSTICE/OJP-001**

**SYSTEM NAME:**

Equipment Inventory.

**SYSTEM LOCATION:**

Office of Justice Programs, 633 Indiana Avenue NW., Washington, DC 20531.

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

Employees who have filed the following forms in the Office of the Comptroller: Property Sign-out, OJP Administrative Form 1820/1; Equipment Control Records, OJP Administrative Form 1820/2.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Property Sign-out, OJP Administrative Form 1820/1; Equipment Control Records, OJP form 1820/2.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 5 U.S.C. 301, 1302.

**PURPOSE:**

The property data is used for inventory control.

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

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Information not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

A record may be disclosed as a routine use 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 OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Information maintained in system is stored on index cards.

**RETRIEVABILITY:**

Information is retrieved by name of employee and type of equipment.

**SAFEGUARDS:**

Data is maintained in a locked room.

**RETENTION AND DISPOSAL:**

Documents relating to equipment control are closed when employee leaves agency. Records are destroyed three years thereafter. Operating files are destroyed when an individual resigns, transfers, or is separated from Federal service.

**SYSTEM MANAGER(S) AND ADDRESS:**

Comptroller: Office of the Comptroller: Office of Justice Programs: 633 Indiana Avenue NW., Washington, DC 20531.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from the system shall be in writing, with the envelope and letter clearly marked "Privacy Access Request." Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Individual to whom record pertains, employee's supervisors.

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

None.

**JUSTICE/OJP-011**

**SYSTEM NAME:**

Register Users File—National Criminal Justice Reference Service (NCJRS).

**SYSTEM LOCATION:**

National Criminal Justice Reference Service: 1600 Research Blvd., Rockville, MD 20850

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

The system contains information on those individuals engaged in criminal justice activities, citizen groups and academicians.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system provides a record of registrants who request reference services and products from NCJRS.