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PART IV:

NATIONAL SCIENCE FOUNDATION

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PRIVACY ACT OF 1974

Systems of Records

**NATIONAL SCIENCE FOUNDATION
 PRIVACY ACT OF 1974
 Systems of Records**

The purpose of this document is to give notice that the systems of records identified in notices that the systems of records identified in notices published in the Federal Register at 40 FR 38129, 40 FR 44758, 40 FR 48671, 40 FR 51175, 40 FR 59185, 40 FR 26614, and 40 FR 26615 continue in effect. This notice is published in compliance with the requirements of 5 U.S.C. 552a(e)(4) as added by Section 3 of the Privacy Act of 1974.
 Date: October 14, 1976

Richard C. Atkinson,
Acting Director.

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NSF—1

System name: Employment Inquiries and Background Information

System location: Decentralized—There are numerous separate files maintained by individual NSF Offices. National Science Foundation, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Individuals inquiring about opportunities for employment at the Foundation who supply resumes, standard form 171's or other background information either on their own or at the request of Foundation personnel. This system covers only information submitted as general background for use in the event vacancies should occur as opposed to formal applications (e.g. SF 171's) with respect to positions for which the Foundation is actively recruiting. In the latter case, appli-

cations are filed with the announcement folders and are not a part of this system of records, but the applications may become part of NSF System No. 25 if the applicant does obtain employment with the Foundation.

Categories of records in the system: Records contain letters, resumes, and information contained on SF 171.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records may be kept as received originally or in some cases index cards with names of persons applying are kept (as at NSF Personnel Office) and the application or letters are returned or destroyed.

Retrievability: Filed alphabetically by last name of individual.

Safeguards: Building employs security guard. Building is locked during non-business hours when guard is not on duty.

Retention and disposal: Varies with offices. In some cases the records are destroyed or returned to individual. In others they are retained for a period of time for future references as vacancies occur.

System manager(s) and address: Head of particular offices maintaining file.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613. The NSF Office of Program of interest must be specified in any request.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from individual applicants.

NSF—2

System name: Applicants to Committee on the Challenges of Modern Society Fellowship Programme (NATO).

System location: National Science Foundation, Division of Science Manpower Improvement, Fellowships and Traineeship—W 478, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Applicants for above described program.

Categories of records in the system: Application/proposal of applicant.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Sent through State Department to NATO. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of applicant.

Safeguards: Building and room in which records are kept is locked during non-business hours.

Retention and disposal: Records are transferred to NATO. NSF maintains for a limited time, those files on applicants not recommended for award.

System manager(s) and address: Division Director, Science Manpower Improvement.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from applicants and references.

Systems exempted from certain provisions of the act: NSF at 45 CFR 613.6 has claimed an exemption as to the disclosure of the identity of references in accordance with 5 USC 552a (k)(5).

NSF—3

System name: Application and account for Advance of Funds. (SF 1038)

System location: National Science Foundation, Division of Financial and Administrative Management, Voucher Unit, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF employees (including Consultants)

Categories of records in the system: Record includes individual's name and address, amount requested, and voucher number.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Voucher and Schedule of Payments (SF 1166) to the Department of Treasury.

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

Storage: Paper records maintained in 5 x 8 files.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Building employs security guard. 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 four years after settlement of advance

System manager(s) and address: Director, Division of Financial and Administrative Management

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 63.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from individual and his office.

NSF-4

System name: Confidential Statement of Employment and Financial Interests

System location: National Science Foundation, Director, Division of Personnel and Management, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees (including Consultants)

Categories of records in the system: Records contain the following information: name, title, employment and financial interest, creditors, interests in real property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None, although information is submitted to CSC in the form of statistical reports.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by name of employee.

Safeguards: Building employs security guard. 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. Records are stored in key locked file cabinet.

Retention and disposal: Records are maintained until the separation of the employee and then destroyed.

System manager(s) and address: Director, Division of Personnel and Management

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from individual employees.

NSF-5

System name: Congressional Contact Files

System location: National Science Foundation, Congressional Liaison Branch, Office of Government and Public Programs, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Members of Congress and Congressional Staff.

Categories of records in the system: Files contain records of phone calls, meetings, letters, and other information related to individual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of individuals.

Safeguards: Building employs security guard. 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: Indefinite

System manager(s) and address: NSF Congressional Liaison Officer

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: In addition to actual correspondence and communications at meetings, information is obtained from newspapers, magazines and other such public sources.

NSF-6

System name: Doctorate Records File

System location: National Academy of Sciences, 2101 Constitution Avenue, NW, Washington, D.C. 20418.

Categories of individuals covered by the system: Approximately 99 percent of those individuals who have received earned doctorates from United States institutions.

Categories of records in the system: Personal data, education, marital status, post grad plans, sex, citizenship, race, etc.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is given to the institution awarding degree. No other routine uses have been identified although data is given to other organizations without identifying particulars for statistical purposes.

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

Storage: Computer tapes and questionnaires are kept by the NAS.

Retrievability: Alphabetically by last name of individual.

Safeguards: Building employs security guard. Room in which records are kept is locked during non-business hours. Questionnaires in locked cabinets.

Retention and disposal: Destroyed after 50 years.

System manager(s) and address: Division Director, Science Resources Studies

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information obtained from individual.

NSF-7

System name: Earnings and Tax Statement (W-2)

System location: National Science Foundation, Director, Division of Financial and Administrative Management, Payroll Section, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employee (including consultants)

Categories of records in the system: Gross Earnings, Federal Tax Withheld, State Tax Withheld, FICA Wager and FICA Tax Withheld, marital status, name, address, and Social Security Number.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Magnetic tape is sent to IRS. A copy is sent to State of Residence and/or other taxing authority.

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

Storage: Paper record maintained in card file.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Building employs 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 three years after year of issuance.

System manager(s) and address: Director, Division of Financial and Administrative Management

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information obtained through computer payroll system.

NSF-8

System name: Employee Grievance and Appeals File

System location: National Science Foundation, Director, Division of Personnel and Management, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees

Categories of records in the system: These files contain all records pertaining to grievances filed by NSF employees. A few files on appeals initiated prior to September 9, 1974, are also included in this system, although all appeals are now handled directly by the Civil Service Commission. (As to those latter appeals see CSC notice entitled "CSC-Appeals, Grievances and Complaints Records.")

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1. Civil Service Commission has access during routine examinations and audits conducted by it. 2. Information or records may be disclosed to state or Federal Courts in connection with litigation. 3. Information from these files may be used to respond to a request from a member of Congress regarding the status of an appeal, complaint, or grievance if the Congressman is acting on the basis of a request from the individual involved.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by the last name of employee.

Safeguards: Building employs 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: The records are maintained up to two years after the completion of the action and then transferred to the National Personnel Records Center, St. Louis, Missouri. They are destroyed by the Federal Records Center when they are seven years old.

System manager(s) and address: Director, Division of Personnel and Management

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information from the employee, supervisors, hearing examiner, witnesses, and others providing input to the particular case.

NSF-9

System name: Employees Locator Record Card

System location: Records are maintained in two locations: Director, Division of Personnel and Management, and the individual offices to which the employee is assigned. National Science Foundation, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees—present and past.

Categories of records in the system: Records contain name, address, telephone and next of kin of employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information used for locating employee for outside callers and for updating NSF and GSA Center telephone directories.

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

Storage: Paper records maintained in 5x8 card files.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Building employs security guard. 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 two years after separation of employee.

System manager(s) and address: Director, Division of Personnel and Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information received from individual employees.

NSF-10

System name: Employee's Payroll Jacket.

System location: National Science Foundation, Director, Division of Financial and Administrative Management, Payroll Section, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees (including Consultants).

Categories of records in the system: Personnel actions, Federal and State Withholding Certificates, Bond Authorizations, Health Benefits Forms, Life Insurance Forms, Allotment Forms, and other similar items related to an employee's pay and deductions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

1. Copies of Health Benefits Forms sent to Carrier.

2. Charity Allotment Forms are sent to other agencies upon transfer of employee.

3. Data from some records is used as input data for NSF Payroll System which is described in another notice and the routine uses listed there are also applicable to this record system.

4. To the extent any of these records are duplicative of those described in the notice of official Personnel Folders the routine uses described therein are also applicable.

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

Storage: Paper records maintained in file folder.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Building employs security guard. 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 five years after termination of employment.

System manager(s) and address: Director, Division of Financial and Administrative Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: NSF Personnel Office and individual employees or consultants.

NSF-11

System name: Equal Employment Opportunity Case File

System location: National Science Foundation, Office of Equal Employment Opportunity, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF employees and applicants for employment with the Foundation.

Categories of records in the system: Records contain the complaint of the individuals, deposition taken and statement from individuals and all records pertaining to complaint. 1. When case is closed a duplicate file goes to the Civil Service Commission. 2. Civil Service Commission has access during routine examinations and audits conducted by it. 3. Information or records may be disclosed to State or Federal courts in connection with litigation. 4. Information from these files may be used to respond to a request from a member of Congress regarding the status of an appeal, complaint, or grievance if the Congressman is acting on the basis of a request from the individual involved.

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

Storage: Paper record maintained in file folders.

Retrievability: Filed alphabetically by last name of individual.

Safeguards: Building employs 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. Records are maintained in locked, supreme cabinets.

Retention and disposal: Records are maintained up to two years and then transferred to the National Personnel Records Center, St. Louis, Missouri. They are destroyed by the Federal Records Center when the records are seven years old.

System manager(s) and address: NSF Equal Employment Director.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is obtained from the individual complainant, supervisors, Hearing Examiners, witnesses and others providing input to the particular case.

NSF-12

System name: Fellowship and Traineeship Filing System.

System location: Records that make up this system are kept in three places, (1) Fellowships and Traineeships Section, Division of Science Manpower Improvement, NSF 5225 Wisconsin Ave., NW, Washington, D.C. (2) National Academy of Sciences, Joseph Henry Building, 2100 Pennsylvania Avenue, NW, Washington, D.C., and (3) National Academy of Sciences, 2101 Constitution Avenue, NW, Washington, D.C.

Categories of individuals covered by the system: Persons applying for and/or receiving fellowships of various types awarded by NSF, and persons receiving traineeships under NSF traineeship grant programs. Note applicants for fellowships from the NATO Committee on the Challenges of Modern Society are covered under a separate system of records described in another system notice, but NATO Senior and Postdoctoral Fellows are included in this system.

Categories of records in the system: Information varies depending on type of fellowship or traineeship. Normally the information includes personal information supplied with the application; reference reports; transcripts and Graduate Record Examination scores to the extent required during the application process; selection process results and administrative data and correspondence accumulating during fellows tenure. There is a cumulative index of all persons applying or receiving NSF and NATO fellowships and NSF Traineeships.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) A list of applicants for certain fellowships is sent to the Educational Testing Service, Princeton, N.J., for annotation of GRE scores and returned to NAS for use in application processing. (2) Information from the system is used and may be merged with other computer files in order to carry out statistical studies for NSF or other Government agencies. The results of such studies are statistical in nature and do not identify individuals. (3) In the case of Faculty Fellowships in Science records go to the American Council for Education for purposes of evaluating applicants. ACE returns the applications to NSF and such records that it does maintain are not kept by the name of the applicant. (4) Copies of the records of persons receiving traineeships will be sent to the institution awarding the traineeship in the event such institution should request a copy (as where it has lost its own copy). (5) Certain information is given to the institution the fellow is attending or planning to attend for purposes of administrative of fellowships, including, its many cases, for payment of stipends. (6) In the case of Fellows receiving stipends directly from the Government, information is transmitted to the Department of Treasury for preparation of check. (7) Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: The records kept by the NAS are on computer tapes. All original application materials are kept at NSF. However, microfilms of application materials received prior to 1963 are kept at NAS.

Retrievability: Filed alphabetically by applicant's name.

Safeguards: Building is locked during non-business hours. Records at NSF are kept in rooms that are locked during non-business hours. Records kept at NAS are kept in similar rooms and some records are locked in cabinets.

Retention and disposal: NAS tapes are kept indefinitely. Records at NSF are transferred to the Federal Records Center and destroyed 10 years after completion of Fellowship.

System manager(s) and address: Division Director, Division of Science Manpower Improvement.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613. It would expedite your request if the fellowship or traineeship program about which you are interested was identified in your request. For example, indicate you applied for or received a "Graduate Fellowship" or a "Faculty Fellowship in Science" as opposed to merely saying you want a copy of your fellowship.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information supplied by individuals applying or receiving fellowships or traineeships, references, the Education Testing Service, educational institutions supplying transcripts, and administrative data developed during selection process and award tenure.

Systems exempted from certain provisions of the act: NSF at 45 CFR 613.6 has claimed an exemption as to the disclosure of the identity of references in accordance with 5 USC 552a(k)(5).

NSF-13

System name: Fellowship Payroll

System location: National Science Foundation, Division of Financial and Administrative Management, Payroll Section, 1800 G Street, NW, Washington, D.C. 20550

Categories of individuals covered by the system: Fellows under certain NSF Fellowship Programs being paid directly by the Government.

Categories of records in the system: Copies of fellowship award letter, acceptance form, starting certificates, and records of payments of stipends.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transfer of information to Department of Treasury for preparation of checks.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of Fellow.

Safeguards: Building employs 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 four years after cut-off.

System manager(s) and address: Director, Division of Financial and Administrative Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information obtained from Fellow through Education Directorate.

NSF-14

System name: Grants to Individuals

System location: This is a decentralized system. With respect to all successful applicants for support, records are kept at the National Science Foundation, Division of Grants and Contracts, 1800 G Street, NW., Washington, D.C. 20550. Separate records are also kept at the various program offices of the Foundation which manage the particular programs involved. These records may cover both successful and unsuccessful applicants.

Categories of individuals covered by the system: Individuals applying for and/or receiving support from the National Science Foundation.

Categories of records in the system: Application for support and NSF grant documents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Some information is released to Congress in the form of a daily listing of grants.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of awardee.

Safeguards: Building employs guards. Building is locked during non-business hours when guard is not on duty. Rooms in which

records are kept are locked during non-business hours. The Division of Grants and Contracts records are kept in locked power files.

Retention and disposal: Records are transferred to the Federal Records Center two years after close of case; destroyed eleven years after close of case.

System manager(s) and address: Director, Division of Grants and Contracts as to Grant and contract files and head of the particular program involved as to the remainder.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613. In addition, your request should state (1) the type of grant and program involved and (2) whether you were a recipient of an award or an unsuccessful applicant.

Contesting record procedures: See "Notification" above.

Record source categories: Information obtained from individuals and from various NSF offices and programs.

NSF-15

System name: Health Service Medical Records

System location: National Science Foundation, Health Service, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Employees of NSF, Secret Service, Office of Telecommunication Policy, ERDA, and Office of Special Representatives for Trade Negotiations.

Categories of records in the system: Medical information from physical examinations or other visits to Health Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None, although records are sometimes given to personal physicians and insurance companies with written approval of employee.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Building employs security guard. 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: To employee upon separation or with employee's instructions, to Health Service of new place of employment to employee's private physical or retained six years after separation, then transferred to the Federal Records Center.

System manager(s) and address: Director, NSF Health Service.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information received from examining physician, individual, and from other physicians with permission of individual.

NSF-16

System name: Individual Retirement Record (SF2806).

System location: National Science Foundation, Division of Financial and Administrative Management, Payroll Section, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF employees (including some consultants).

Categories of records in the system: Salary, grade, status changes, yearly and year to date retirement deductions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1. Transferred to CSC when employee separates. 2. Copies transferred to CSC once a year after close-out for payroll year.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed by employee's payroll number.

Safeguards: Building employee security guard. 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. Records are in combination lock, fire-proof cabinet.

Retention and disposal: Retained until employee is separated then transferred to CSC.

System manager(s) and address: Director, Division of Financial and Administrative Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information obtained from the Personnel Office on Payroll Summaries prepared each two weeks showing year-to-date amounts.

NSF-17

System name: Intergovernmental Personnel Act Assignment Agreements.

System location: National Science Foundation, Division of Grants and Contracts, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Employees on temporary assignment under the Intergovernmental Personnel Act.

Categories of records in the system: The information in these records is that normally found on the SF 171 and a Personnel Qualification Assignment Agreement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information necessary for coordination with the institution which the employee is affiliated may be disclosed to such institution.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Building employs security guard. 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: Transferred to the Federal Records Center and destroyed ten years after separation of employee.

System manager(s) and address: Director, Division of Grants and Contracts

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from the individual and the individual's home institution.

NSF-18

System name: Manpower Management Subsystem.

System location: National Science Foundation, Division of Personnel and Management, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF employees (including consultants).

Categories of records in the system: Individuals personal particular including such items as education, appointment and position information, training and development data, organization and job identification information, committee assignment and salary data, pay change data, carpool information, leave data, deductions from pay.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

1. Records or information may be disclosed to the Civil Service Commission (a) as required by law or civil service rules and regulations, (b) in connection with adjudicatory type activities of the CSC, (c) as part of CSC audits and reviews of NSF personnel procedures and practices, (d) to provide data for the Central Personnel Data File and to provide data to update Federal automated Career Systems (FACS), Executive Inventory File, and security investigations index on new hires, adverse actions, and terminations.

2. Records of information may be disclosed to a Federal Agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

3. Records or information may be referred, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of

investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

4. Records or information may be disclosed to the CSC or other Federal agencies for the purpose of conducting security clearances.

5. Certain information may be transferred to organizations (including Federal agencies) conducting training programs attended by NSF employees as necessary for the administration or conduct of the training.

6. Upon employee's transfer to another Federal agency, records are transferred to the Civil Service Commission or the new agency.

7. Certain records or information may be disclosed or transferred to the Office of Workers' Compensation Programs, Veterans Administration Pension Benefits Program, Social Security Old Age, Survivor and Disability Insurance and Medicare Programs, military retired pay programs, and Federal civilian employee retirement systems other than the Civil Service Retirement System, when requested by that program or system or by the individual covered by this system of records, for use in determining an individual's claim for benefits under such system.

8. Earnings information may be transferred under the Civil Service Retirement System to the Internal Revenue Service as required by the Internal Revenue Code of 1954, as amended.

9. Information necessary to support a claim for life insurance benefits under the Federal Employees' Group Life Insurance Program may be transferred to the Office of Federal Employees' Group Life Insurance, 4 East 24th Street, New York, NY 10010.

10. Information necessary to support a claim of health insurance benefits under the Federal Employees Health Benefits Program may be transferred to a health insurance carrier or plan participating in the program.

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

Storage: Records are maintained on disc with tape.

Retrievability: Records are retrieved by Social Security Number or Employee Number.

Safeguards: Building employs security guard. 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. A password is necessary to access the computer.

Retention and disposal: Records are maintained until the separation of employee.

System manager(s) and address: Director, Division of Personnel and Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information for this system of records is received from the NSF Personnel Office.

NSF-19

System name: Medical Examination Records for Service in Antarctica

System location: Holmes and Narver, Inc., 400 E. Orangethorpe, Anaheim, California 92810

Categories of individuals covered by the system: All civilians entering Antarctica through United States auspices.

Categories of records in the system: Results of medical examination to determine fitness for entering Antarctica.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Copy of record is given to the Force Medical Officer, U.S. Navy Support Force, Antarctica.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of individual.

Safeguards: Kept in locked file.

Retention and disposal: After one year those records of Holmes and Narver employees are transferred to H&N personnel files. System is only two years old and length of retention for records of others has not been determined.

System manager(s) and address: Administrative Manager, Antarctic Field Services, Holmes and Narver, Inc., 400 E. Orangethorpe, Anaheim, California 92801.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information obtained from examining physician and individual.

NSF-20

System name: Minority Applicants for Employment

System location: National Science Foundation, Office of Equal Employment Opportunity, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Minority applicants seeking employment with the Foundation.

Categories of records in the system: Records contain resume' and information contained on SF 171.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is sometimes disclosed to other Federal agencies requesting minority recruitment assistance in scientific areas.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name and discipline.

Safeguards: Building employs 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: Maintained indefinitely.

System manager(s) and address: NSF Equal Employment Director.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from individual submitting application and information received by the Personnel Office from previous employer of applicant if applicant is considered for employment.

NSF-21

System name: Nominees for and Receipts of the National Medal of Science.

System location: National Science Foundation, Office of the Director, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Persons who have been nominated for or received National Medal of Science.

Categories of records in the system: Biographical information concerning past employment, education, achievements, and other similar personal data.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None, although biographical information on recipients is released to the White House for presentation of awards. Name and affiliation is released to the press. No information is released on other nominees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Paper records maintained in file folders.

Retrievability: The folders for nominees are filed alphabetical within four broad categories of science—Biological, Engineering, Physical, and Mathematics. Recipients are arranged alphabetically by year of award.

Safeguards: Building employs security guard. 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: After five years, records are transferred to the Federal Records Center.

System manager(s) and address: Director, National Science Foundation.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures at 45 CFR Part 613. Your request must specify whether you are interested in nominee or recipient records. If you are interested in records concerning recipients the year you received the Medal should be specified. If you are interested in nominee records, you should note that only

persons nominated within the last five years are considered for any given years award. Therefore, unless your request otherwise specifies, it will be assumed to cover only records for the last five years preceding the request. If you are interested in earlier years, your request should also specify your scientific field or fields of activity.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Nominees, Universities, Societies, National Academy of Science and National Academy of Engineering.

NSF-22

System name: NSF Payroll System.

System location: National Science Foundation, Division of Financial and Administrative Management, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees (including consultants).

Categories of records in the system: Computer System consisting of data base with all information necessary to prepare NSF payroll, purchase of savings bonds, compute leave balances, prepare W-2s, and other similar uses. Also various programs to provide outputs including information to the Department of Treasury for preparation of payroll and various reports and other forms.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1. Prepare W-2 forms for transmittal to IRS and State and local Governments. 2. Prepare various listings, tapes- and schedules for transfer to the Department of Treasury for issuance of salary payments. 3. Listing of monies sent to Financial Organizations (Banks and savings institutions) bi-weekly. 4. Quarterly report to IRS. 5. No other routine uses have been identified, however, data is aggregated to prepare various reports to CSC, the Treasury, and other agencies, but such reports do not include information by name or other identifying number or characteristics.

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

Storage: Computer records maintained on cards, tapes and disc.

Retrievability: May be retrieved by employee number, social security number or last name.

Safeguards: Building employs security guard. 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. A password is necessary to access the computer.

Retention and disposal: Varies; Employee information is deleted at the end of the year in which he leaves the Foundation. Information on the master tapes is destroyed after five years.

System manager(s) and address: Director, Division of Financial and Administrative Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is taken from forms prepared by individuals, the Personnel Office and Time and Attendance Reports.

NSF-23

System name: NSF Staff Biography

System location: National Science Foundation, Office of Government and Public Programs, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: High level NSF staff (Office Heads and above).

Categories of records in the system: Biographical information, Position held, education, memberships, publications, home address.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Distributed upon request to newspapers, magazines, professional journals, and others.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Buildings employ 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: Record on individuals destroyed when they leave Foundation except in cases of extremely high level staff.

System manager(s) and address: Director, Office of Government and Public Programs.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from individual.

NSF-24

System name: Official Passports

System location: National Science Foundation, Travel Service Section, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees (some wives) and consultants.

Categories of records in the system: Date of birth, place of birth, nationality, next of kin, height, color of hair and eyes, and picture.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Passport may be sent to Embassy for Visas, Passports are returned to the State Department for cancellation once they have expired, also when employee leaves the Foundation.

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

Storage: Filed in passport folders.

Retrievability: Filed alphabetically by last name.

Safeguards: Building employees security guard. 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. Passports are kept in combination lock safe.

Retention and disposal: Passports expire after five years and are then sent to the State Department for Cancellation. Should employee retire or leave the Foundation, passports are returned to the State Department for proper disposition.

System manager(s) and address: Director, Division of Financial and Administrative Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from individual.

NSF-25

System name: Official Personnel Folders. Note the Civil Service Commission has issued a notice of a system of records entitled "CSC-General Personnel Records (Official Personnel Folder and records related thereto)." To the extent there are any inconsistencies this notice shall take precedence as to records maintained at NSF.

System location: Division of Personnel and Management, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees

Categories of records in the system: This system consists of a variety of records relating to personnel actions and determinations made about an individual while employed in the Federal service including his application (Form 171) and any references received. These records contain information about an individual relating to birth date; Social Security Number; veteran preference; tenure; handicap; past and present salaries; grades, and position titles; letters of commendation, reprimand; charges, and decision on charges; notice of reduction-in-force; locator files; personnel actions, including but not limited to, appointment, reassignment, demotion, detail, promotion, transfer, and separation; training; minority group designator; records relating to life insurance, health benefits, and designation of beneficiary; training; performance ratings, data documenting the reasons for personnel actions or decisions made about an individual; awards; and other information relating to the status of the individual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

1. Records or information may be disclosed to the Civil Service Commission (a) as required by law or civil service rules and regulations, (b) in connection with adjudicatory type activities of the

CSC, (c) as part of CSC audits and reviews of NSF personnel procedures and practices, (d) to provide data for the Central Personnel Data File and to provide data to update Federal Automated Career Systems (FACS), Executive Inventory File, and security investigations index on new hires, adverse actions, and terminations.

2. Records of information may be disclosed to a Federal Agency, in response to its request, in connection with the hiring or retention on an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

3. Records on information may be referred, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

4. Records or information may be disclosed to the CSC or other Federal agencies for the purpose of conducting security clearances.

5. Certain information may be transferred to organizations (including Federal agencies) conducting training programs attended by NSF employees, as necessary for the administration or conduct of the training.

6. Upon employees transfer to another Federal agency, records are transferred to the Civil Service Commission or the new agency.

7. Certain records or information may be disclosed or transferred to the Office of Workers Compensation Programs, Veterans Administration Pension Benefits Program, Social Security Old Age, Survivor and Disability Insurance and Medicare Programs, military retired pay programs, and Federal civilian employee retirement systems other than the Civil Service Retirement System, when requested by that program or system or by the individual covered by this system of records, for use in determining an individual's claim for benefits under such system.

8. Earnings information may be transferred under the Civil Service Retirement System to the Internal Revenue Service as required by the Internal Revenue Code of 1954, as amended.

9. Information necessary to support a claim for life insurance benefits under the Federal Employees' Group Life Insurance Program may be transferred to the Office of Federal Employees' Life Insurance, 4 East 24th Street, New York, NY 10010.

10. Information necessary to support a claim for health insurance benefits under the Federal Employees Health Benefits Program may be transferred to a health insurance carrier or plan participating in the program.

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

Storage: Records maintained in file folders.

Retrievability: Records are filed alphabetically by last name of employee.

Safeguards: Building employs security guard. 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. Records are located in lockable power files in rooms with access limited to those whose official duties require access.

Retention and disposal: The Official Personnel Folder (OPF) is retained indefinitely. The OPF is sent to the National Personnel Records Center within 30 days of the date of the employee's separation from the Federal service. Some records such as letters of reprimand, indebtedness, and vouchers are maintained for two years or destroyed when an individual resigns, transfers, or is separated from the Federal service. Letters of reference may be destroyed shortly after appointment.

System manager(s) and address: Director, Division of Personnel and Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information comes from the individual, investigators (CSC and others), and supervisors or other agency officials.

Systems exempted from certain provisions of the act: NSF at 45 CFR 613.7 has claimed an exemption as to the disclosure of the identity of references in accordance with 5 USC 552a(k)(5).

NSF-26

System name: Personnel Security Control Cards

System location: National Science Foundation, Division of Personnel and Management, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees.

Categories of records in the system: Cards contain listing of employees Clearance level, date, etc.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Clearances granted are disclosed either orally or in writing to Security Officers of other Federal Agencies.

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

Storage: Paper records maintained in Kardex files.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Building employs 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 after separation of employee.

System manager(s) and address: Personnel Security Officer, NSF, Division of Personnel and Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Reflects NSF Clearance Determination from CSC Reports.

NSF-27

System name: Presidential Internships in Science and Engineering

System location: National Science Foundation, Division of Science Manpower Improvement, Fellowships and Traineeships Section — W 478, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Persons receiving internships from federally funded R&D laboratories under the Presidential Internships in Science and Engineering Program. (Program is no longer operating.)

Categories of records in the system: Personal information on interns and administrative data received from laboratories making awards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of individual.

Safeguards: Building and room in which records are kept is locked during non-business hours.

Retention and disposal: Destroyed ten years after termination of Fellowship.

System manager(s) and address: Division Director, Division of Science Manpower Improvement.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: NSF Form 668 completed by intern and NSF Form 667 and 669 completed by coordinating official of laboratory.

NSF-28

System name: Principal Investigator/Project Director Files

System location: Decentralized. There are numerous separate files maintained by individual NSF offices and programs. National Science Foundation, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Principal investigators, project directors and proposed principal investigators and project directors.

Categories of records in the system: Many programs within the Foundation keep cards filed by the name of the principal investigator or proposed principal investigators. Usually only minimal ad-

ministrative information is included such as proposal and award number of the fact that the proposal was declined and the date of the action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information on these cards may be disclosed to other Government agencies, which often receive proposals from the same principal investigators in order to coordinate national and international scientific programs.

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

Storage: Paper records maintained in card files throughout the Foundation.

Retrievability: Individual files are maintained alphabetically by last name of individual submitting proposal.

Safeguards: Buildings employ 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: File is cumulative and retention periods vary.

System manager(s) and address: Head of particular program or office maintaining records.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613. However, the program or office with which the requester is concerned must be identified.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is taken from submitted proposals and project folders.

NSF-29

System name: Principal Investigator/Project Director Subsystem.

System location: National Science Foundation, Division of Information Systems, Systems Support Services Branch, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Each individual that requests support from the National Science Foundation, and Principal Investigators or Project Directors from institutions requesting NSF support.

Categories of records in the system: Data on the disposition of each application or proposal submitted to the National Science Foundation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information may be released to other government agencies, which often receive proposals from the same Principal Investigator in order to coordinate national and international programs.

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

Storage: Computer records on disc and tapes.

Retrievability: Can be retrieved by last name or Social Security Number of the individual requesting support.

Safeguards: Building employs 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. A password is necessary to access the computer.

Retention and disposal: File is cumulative and is maintained indefinitely.

System manager(s) and address: Chief, Systems Support Services Branch.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is taken from submitted proposals and project folders.

NSF-30

System name: Reviewer, Consultant, and Panelist Files.

System location: Decentralized—There are numerous separate files maintained by individual NSF offices and programs. National Science Foundation, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Members of advisory panels, Individual reviewers, consultants, and members of panels reviewing and evaluating proposals for support from NSF.

Categories of records in the system: Information kept varies but normally includes the individuals field of expertise and other biographical information. Some files may include correspondence with individual. In case of paid consultant much of the material may be duplicative of material in the System of Records entitled "Official Personnel Folders" which is described in another notice.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Other Government agencies needing names of potential reviewers or specialists in particular fields may be given information from this system.

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

Storage: Paper records maintained in various forms throughout the Foundation and some computerized (MIO Review/Panelist Information Subsystem).

Retrievability: In some cases by name. Those in the MIO Review/Panelist Information Subsystem are not retrievable by name or identifying number in all cases. They are retrievable by identifying number only if office involved has retained a list of transaction numbers when data is entered into the system.

Safeguards: Buildings employ 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. Password must be used to access computer files.

Retention and disposal: Records are transitory and are purged periodically.

System manager(s) and address: Head of particular office or program maintaining such records.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613. However, the request must specify the NSF Office or Program about which the requester is concerned.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Individual reviewers and panelists, other reviewers, consultants and panelists, project folders, project managers, newspaper clippings, correspondence, Biographical works such as American Men of Science, and other such miscellaneous sources.

NSF-31

System name: Science Education Applicant Information Subsystem.

System location: National Science Foundation, Science Education Directorate, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Applicants to several NSF sponsored Science-E Science-Education programs.

Categories of records in the system: Personal identification, title, employment/experience data and institution affiliation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There has been no activity in this system of records for two years. Information has been and may be released to institutions coordinating the Science Programs involved. Information may be released to the Department of Justice in connection with law enforcement activities related to these programs.

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

Storage: Computer files on tape.

Retrievability: Information in this system may be retrieved both by the Social Security Number and the last name of the applicant.

Safeguards: Building employs 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. A password is necessary to access the computer.

Retention and disposal: File is cumulative and is maintained indefinitely.

System manager(s) and address: Staff Assistant, Science Education Directorate.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is obtained from the individual applicant.

NSF-32

System name: Separated Employees Service Record (SF 7).

System location: National Science Foundation, Division of Personnel and Management, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: Former Employees (including Consultants).

Categories of records in the system: Records contain the dates and types of personnel actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is sometimes given as verification of former employment to outside inquiries.

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

Storage: Paper records maintained in KARDEX File.

Retrievability: Filed alphabetically by last name of employee.

Safeguards: Building employs security guard. 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 three years after separation of employee.

System manager(s) and address: Director, Division of Personnel and Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information transfers from Employee Personnel Folder (201 file).

NSF-33

System name: Student Science Training Program Participant Information.

System location: Information sheets are maintained at: National Science Foundation, Division of Science Manpower Improvement, W-400, 1800 G Street, NW, Washington, D.C. 20550. Computer tapes are maintained at: Exotech Inc., Gaithersburg, Maryland.

Categories of individuals covered by the system: Participants in the Student Science Training Program.

Categories of records in the system: Personal data on information sheet; name, address, date of birth, social security number, etc. and education information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: May be released to appropriate organizations for statistical or evaluation studies. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: Paper records and computer tapes.

Retrievability: Building and room in which records are kept is locked during non-business hours. A password is necessary to access the computer.

Retention and disposal: Not established.

System manager(s) and address: Director, Division of Science Manpower Improvement.

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

Record access procedures: See "Notification" above. HQSee "Notification" above.

Record source categories: Information is received from individual participant.

NSF-34

System name: Time and Attendance Reports.

System location: National Science Foundation, Division of Financial and Administrative Management, Payroll Section, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees (including Consultants).

Categories of records in the system: Cards with attendance, leave, and overtime recorded thereon.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from this system is incorporated into the "NSF Payroll System" described in another notice and the routine uses listed in the notice of that system are applicable to this system.

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

Storage: Punch cards filed in computer card files.

Retrievability: Filed by employee number during current pay year, and alphabetically by last name, thereafter.

Safeguards: Building employs 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 three years after current year.

System manager(s) and address: Director, Division of Financial and Administrative Management.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information obtained from timekeepers and supervisors in individual offices.

NSF-35

System name: Travelers Vouchers Folders (SF 1012).

System location: National Science Foundation, Director, Division of Financial and Administrative Management, 1800 G Street, NW, Washington, D.C. 20550.

Categories of individuals covered by the system: NSF Employees, Consultants, and invitational travel.

Categories of records in the system: Name and address, schedule of expenses and amounts claimed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information may be disclosed to State or Federal Courts in connection with litigation.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by last name of traveler.

Safeguards: Building employs security guard. 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: Retained for four years then destroyed.

System manager(s) and address: NSF Financial Management Officer.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information is received from individual traveler.

NSF-36

System name: U.S. Antarctic Research Program Personal Information.

System location: National Science Foundation, Office of Polar Programs, 1800 G Street, NW, Washington, D.C.; and Holmes and Narver, Inc., 400 E. Orangethorpe, Anaheim, California 92801.

Categories of individuals covered by the system: Civilians entering Antarctica under U.S. auspices.

Categories of records in the system: Name, address, next of kin, dependents, education societies membership, honors received, military experience, special equipment, anticipated departures and returns, persons to notify in event of accident, excess baggage, passport number.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In the event of accidents, information from these records may be used in news releases.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed alphabetically by last name of individual with separate files for each year.

Safeguards: Records at Holmes & Narver are stored in locked files. Records at NSF; Building employs security guard. 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: Not determined.

System manager(s) and address: Head, Office of Polar Programs for record at NSF. All others: Administrative Manager, Antarctic Field Service, Holmes and Narver, Inc., 400 E. Orangethorpe, Anaheim, California 92801.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613. Interested individuals should specify the year about which you are interested.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Information obtained from individual.

NSF-37

System name: United States Antarctic Research Program Field participants.

System location: Division of Polar Programs, 1800 G Street, NW., Washington, D.C. 20550, and Holmes and Narver, Inc., 400 E. Orangethorpe, Anaheim, California 92801.

Categories of individuals covered by the system: NSF employees, grantees (U.S. and foreign nationals), grantees' assistants, and contractor employees.

Categories of records in the system: Curriculum vitae, medical information, emergency information (next of kin, etc), correspondence, messages, and memoranda dealing with an individual's deployment to Antarctica or Antarctic Ocean areas under auspices of the United States Antarctic Research Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For official use during possible litigation resulting from death, injuries, wage disputes, etc., occurring during or resulting from an individual's development to Antarctica.

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

Storage: File folders in cardboard boxes.

Retrievability: Records are filed alphabetically by last name of individual. Alphabetical files are grouped in periods of one year or longer as determined by time of deployment to Antarctica.

Safeguards: Buildings have security guards during non-business hours. Records are in locked rooms after business hours. Access is limited to persons whose official duties require their use.

Retention and disposal: Records are held at NSF or at Holmes and Narver approximately two years after completion of individual's deployment to Antarctica. Records are deposited with the Federal Records Center generally every two years. Records are destroyed 10 years after individual's last deployment to Antarctica.

System manager(s) and address: Head, Division of Polar Programs, for reorder at NSF. All others: Administrative Manager, Antarctic Field Service, Holmes and Narver, Inc., 400 E. Orangethorpe, Anaheim, California 92801.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613. Supply individual's full name and years of deployment to Antarctica.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: The individual, NSF officials, Holmes and Narver officials, medical doctor, field personnel in United States Antarctic Research Program.

NSF-38

System name: Alien Applications for Consideration of Waiver of Two-Year Foreign Residence Requirements—NSF.

System location: NSF Office of International Programs, 1800 G Street, NW., Washington, D.C. 20550.

Categories of individuals covered by the system: Aliens subject to conditions of Section 212(e) of the Immigration and Nationality Act, seeking waiver of two-year foreign residence requirements, in order to apply for immigrant or temporary worker status.

Categories of records in the system: Curriculum vitae, next of kin, correspondence and employment data.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records may be made available to Department of State.

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

Storage: Paper records in file folders.

Retrievability: Records are filed alphabetically by last name of alien.

Safeguards: Building has security guards during non-business hours. Records are in locked rooms after business hours. Access is limited to persons whose official duties require their use.

Retention and disposal: Records are held at NSF approximately two years after close out of case. Records are destroyed 10 years after close of alien case folder.

System manager(s) and address: Head, Office of International Programs.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: The individual and U.S. host institution (employer).

NSF-39

System name: Reviewer/Panelist Information Subsystem. (Note this system differs from NSF System No. 30 in that the system 39 is used to collect information concerning reviewers used by Foundation officers, whereas No. 30 is used as an aid in the selection of reviewers.)

System location: Division of Information Systems, 1800 G Street, NW., Washington, D.C. 20550.

Categories of individuals covered by the system: Members of advisory panels, individuals, consultants, NSF staff, members of review panels and other individuals from whom reviews or evaluation of proposals for support from NSF are solicited or received.

Categories of records in the system: The individual's field of expertise and address. Also contains information concerning the proposals reviewed and NSF Identification Number.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Other Government agencies needing names of potential reviewers or specialists in particular fields may be given information from this system. List of reviewers used by NSF will be published annually.

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

Storage: Computer records on disc and tapes.

Retrievability: Records are retrieved alphabetically by last name.

Safeguards: Building employs security guard. 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. A password must be used to access computer files.

Retention and disposal: File is cumulative and is maintained indefinitely.

System manager(s) and address: Director, Division of Information Systems.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Individual reviewers and panelists, other reviewers, consultants and panelists, project folders, project managers, newspaper clippings, correspondence, biographical works such as American Men of Science, and other such miscellaneous sources.

NSF-40

System name: NSF Innovation Guide Mailing List.

System location: Capital Systems Group, Inc., 6110 Executive Boulevard, Suite 850, Rockville, Maryland 20852 and Word/One Computer Center, Bowne Time Sharing, 345 Hudson Street, New York, New York 10014.

Categories of individuals covered by the system: Recipients of the Innovation Guide and other individuals potentially interested in the Innovation Guide project or in improving communications of scientific and technical information.

Categories of records in the system: Name, address (Institution or place of business), scientific/professional group categorization, and correspondence records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Identification of individuals for personal referrals in response to inquiries from interested readers. Other Government agencies or private organizations may be given information from this system.

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

Storage: Computer records on disc pack and/or archive tape file.

Retrievability: Alphabetically by last name.

Safeguards: Cannot be accessed by persons who do not have the computer sign-on passwords and the "get" or access word to the document.

Retention and disposal: Maintained indefinitely.

System manager(s) and address: Head, Office of Science Information Service.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Individual inquiries, response to press releases, referrals from other organizations, and identification through directories.

NSF-41

System name: Dissertation Advisers File.

System location: National Academy of Sciences, 2101 Constitution Avenue, NW., Washington, D.C. 20418.

Categories of individuals covered by the system: Dissertation Advisers of Ph. D.'s from U.S. universities, from 1963 forward. Data are given in the Doctorate Records File, a separate system of records (see NSF-6).

Categories of records in the system: Advisee's serial number, institution, field, year, and month of graduation. Adviser's name and Doctorate Records File ID No., if available.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records may be transferred to other Federal agencies to enable them to conduct statistical studies. No other routine uses have been identified, although data from this system is used in the preparation of statistical studies. For example, information from the file is used along with other records to provide statistical information on career achievements of individuals who may have been supported by Federal Government agencies for part of their training, or for other statistical purposes. The results of these studies do not reveal the identities of individuals.

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

Storage: The records are kept by the National Academy of Science on computer tapes.

Retrievability: Alphabetically by last name of individual.

Safeguards: Buildings employ security guards. Buildings are locked during non-business hours. Records are kept in locked room during non-business hours.

Retention and disposal: Records are kept indefinitely.

System manager(s) and address: Division Director, Division of Science Resources Studies.

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

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Doctorate Records File, NSF System of Records No. 6.

NSF-42

System name: Nominees for and Recipients of the Alan T. Waterman Award Nomination File.

System location: National Science Foundation, Office of Planning and Resources Management, 1800 G Street, NW., Washington, D.C. 20550

Categories of individuals covered by the system: Persons who have been nominated for or who have received the National Science Foundation's Alan T. Waterman Award.

Categories of records in the system: Biographical information concerning past employment, education, achievements, and other similar personal data.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None, although name, affiliation and other pertinent information is released to the press on awardees. No information is released on other nominees.

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

Storage: Paper records maintained in file folders.

Retrievability: Folders for nominees are filed alphabetically. Recipients are arranged alphabetically by year of award.

Safeguards: Building employs security guard. 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. Folders are maintained in locked file.

Retention and disposal: After five years, records are transferred to the Federal Records Center.

System manager(s) and address: Director, Office of Planning and Resources Management.

Notification procedure: The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613. Your request must specify whether you are interested in nominee or recipient records. If you are interested in records concerning recipients the year you received the award should be specified. If you are interested in nominee records, you should note that only persons nominated within the past last five years are considered for any given year's award. Therefore, unless your request otherwise specifies, it will be assumed to cover only records for the last five years preceding the request. If you are interested in earlier years, your request should also specify your scientific field or fields of activity.

Record access procedures: See "Notification" above.

Contesting record procedures: See "Notification" above.

Record source categories: Nominees, Universities, and Societies.

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