NSF -70

System Name:

NSF Visitor Credentials System.

System Location(s):

National Science Foundation, Division of Administrative Services, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

NSF visitors and short term contractors who have a need and clearance to enter the building.

Categories of Records in the System:

Name, expected date and time of arrival, expected duration, contact person, contact phone number, type of visitor.

Authority for Maintenance of the System:

44 U.S.C. 3101 and 42 U.S.C. 1870. Other authorities include: Presidential Order dated June 28, 1995, subject: "Upgrading Security at Federal Facilities" which directs that all federal agencies shall meet the minimum security standards recommended by the Department of Justice in their report entitled, Vulnerability Assessment of Federal Facilities. The report establishes minimum standards for Level IV facilities. NSF has been designated as a Level IV facility.

Purpose(s):

The system is used to register all visitors to the building and to produce identification cards used while the visitor is at the building.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Information from this system may be disclosed to:

1. The Department of Justice, to the extent disclosure is compatible with the purpose for which the record was collected, and is relevant and necessary to litigation or anticipated litigation, in which one of the following is a party or has an interest: (a) NSF or any of its components; (b) an NSF employee in his/her official capacity; (c) an NSF employee in his/her individual capacity when the Department of Justice is representing or considering representing the employee; or (d) the United States, when NSF determines that litigation is likely to affect the Agency.

2. Contractors, experts, advisors, and other individuals who perform a service to or work on or under a contract or other arrangement with or for the Federal government, as necessary to carry out their duties.

3. Appropriate Federal, State, or local agencies responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, to disclose pertinent information when the NSF becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

4. Representatives of the General Services Administration and the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Stored electronically.

Retrievability:

Records may be retrieved by name, contact person, or contact phone number.

Safeguards:

Information is controlled by password and physically stored in an area that is locked at all times.

Retention and Disposal:

Information is deleted after three months. A visitor leaving the Foundation is expected to turn in their visitor name tag to the Information Center. This name tag will be destroyed.

System Manager(s) and Address(es):

Chief, Systems and Services Branch, Division of Administrative Services.

Notification Procedure:

The 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:

See "Notification" above.

Exemptions Claimed for the System:

None.