

NSF -71

System Name:

General Correspondence Files.

System Location(s):

Correspondence files maintained by name, rather than chronologically, in some NSF offices or divisions at the National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

Most NSF general correspondence is filed chronologically. This system covers only individuals who write to the NSF or its officers or employees, or individuals whose letter has been referred to NSF by other parts of the Federal government when such general correspondence is filed by name of the sender rather than chronologically.

Categories of Records in the System:

The system includes the original correspondence received as well as any response, referral letters concerning the correspondence and copies of any enclosures.

Authority for Maintenance of the System:

These records are kept for administrative convenience pursuant to 44 U.S.C. 3101.

Purpose(s):

These records are kept for administrative convenience to document responses to general correspondence.

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

1. Information from the system may be provided to a referrer of the original correspondence.
2. 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.
3. Information from the system may be disclosed to contractors, volunteers, 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. The contractors are subject to the provisions of the Privacy Act.

4. Information from the system may be disclosed to the Department of Justice or the Office of Management and Budget for the purpose of obtaining advice on the application of the Freedom of Information Act or Privacy Act to the records.

5. Information from the system may be given to another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding.

6. Information from the system may be given to 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.

7. Records from this system may be disclosed to 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:

The material is stored in file folders within file cabinets in individual Offices or Divisions of NSF.

Retrievability:

The system covers correspondence maintained within individual Offices or Divisions that is arranged alphabetically by name of original correspondent.

Safeguards:

Correspondence is maintained in rooms occupied by office personnel during the work day and locked during non-business hours.

Retention and Disposal:

Records are maintained and disposed of in accordance with approved record retention plans, and are maintained for a minimum of three months.

System Manager(s) and Address(es):

Director of Division or Office maintaining such records, National Science Foundation, 4201 Wilson Boulevard, Arlington, Virginia 22230.

Notification Procedure:

The NSF Privacy Act Officer should be contacted in accordance with procedures set forth at 45 CFR part 613.

Record Access Procedures:

See "Notification Procedure" above.

Contesting Record Procedures:

See "Notification Procedure" above.

Record Source Categories:

Letters received from the original correspondent along with any referral letters, and the NSF office which wrote the response, along with any transmitted information or enclosures.

Exemptions Claimed for the System:

None.