

NSF -23

System Name:

NSF Staff Biography.

System Location(s):

National Science Foundation, Office of Legislative and Public Affairs, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

Executive NSF staff (Division Directors and above).

Categories of Records in the System:

Biographical information, position held, education, memberships, and publications.

Authority for Maintenance of the System:

44 U.S.C. 3101; 42 U.S.C. 1870

Purpose(s):

To disseminate senior level officials biographical information when requested.

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 newspapers, magazines, professional journals, and others.

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

Storage:

Paper records maintained in file folders.

Retrievability:

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:

Records on individuals destroyed when they leave Foundation except in cases of extremely high level staff.

System Manager(s) and Address(es):

Director, Division of Public Affairs, Office of Legislative and Public Affairs, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA, 22230.

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.

Systems Exempted from Certain Provisions of the Act:

None.