STATE-O2

SYSTEM NAME:
Board of Appellate Review Records.
SECURITY CLASSIFICATION:
Unclassified.
SYSTEM LOCATION:
Department of State; 2201 C Street, NW;
Washington, DC 20520.
CATEGORIES OF INDIVIDUALS
COVERED BY THE SYSTEM:
Individuals whose appeal in cases involving loss
of nationality or the revocation of a passport was
decided by the Board of Appellate Review
(Board).
CATEGORIES OF RECORDS IN THE
SYSTEM:
Correspondence between the appellant or his/her
attorney and the Department, the appellant's
passport file*, and copies of decisions rendered
by the Board of Appellate Review.
* These records are only held in the Board of
Appellate Review Records, STATE-02, for the
duration of the review after which they are
returned to Passport Records, STATE-26.
AUTHORITY FOR MAINTENANCE OF
THE SYSTEM:
22 CFR part 7 (Board of Appellate
Review); 22 CFR part 50 (Nationality
Procedures); 22 CFR part 51 (Passports).
PURPOSE(S):
The information collected and maintained
records the actions of the Board of Appellate
review which directly affects the citizenship and
passports of those who appeal Department of
State determinations.
ROUTINE USES OF RECORDS
MAINTAINED IN THE SYSTEM,
INCLUDING CATEGORIES OF USERS
AND PURPOSES OF SUCH USES:
The information in this system is primarily used:
* By the Board to review individual cases under
appeal involving loss of
U.S. citizenship and revocation of U.S. passport
cases;
* By the Board for its value as a body of
precedents and as an analysis of relevant law and
regulations;
* By the Department of Justice when seeking
assistance in determining the citizenship status
and passport eligibility of an individual; and
* By attorneys representing the individual.
Also see the "Routine Uses"
Paragraph of the Prefatory Statement published
in the Federal Register and on our web site at
www.foia.state.gov.
POLICIES AND PRACTICES FOR
STORING, RETRIEVING, ACCESSING,
RETAINING AND DISPOSING OF
RECORDS IN THE SYSTEM:
STORAGE:
Electronic media, hard copy.
RETRIEVABILITY:
Individual name.
SAFEGUARDS:
All employees of the Department of State have
undergone a thorough background security
investigation. Access to the Department and its
annexes is controlled by security guards and
admission is limited to those individuals
possessing a valid identification card or
individuals under proper escort. All records
containing personal information are maintained
in secured file cabinets or in restricted areas,
access to which is limited to authorized
personnel. Access to computerized files is
password-protected and under the direct
supervision of the system manager. The system
manager has the capability of printing audit trails
of access from the computer media, thereby
permitting regular and ad hoc monitoring of
computer usage.
RETENTION AND DISPOSAL:
These records will be maintained
until they become inactive, at which
time they will be retired or destroyed in
accordance with published records schedules of
the Department of State
and as approved by the National Archives and
Records Administration. More specific
information may be obtained by writing to the
Director; Office of IRM Programs and Services;
SA-2; Department of State; 515 22nd Street.
NW; Washington, DC 20522-6001.
SYSTEM MANAGER(S) AND ADDRESS:
Executive Director; Office of the Legal Adviser;
Department of State; 2201 C Street, NW;
Washington, DC 20520.
NOTIFICATION PROCEDURE:
Individuals who have reason to believe that the
Board of Appellate Review might have records
pertaining to themselves should write to the
Director; Office of IRM Programs and Services;
SA-2; Department of State; 515 22nd Street.
NW; Washington, DC 20522-6001. The
individual must specify that he/she wishes the
Board of Appellate Review Records to be
checked. At a minimum, the individual should
include: name; date and place of birth; current
mailing address and zip code; signature; a brief
description of the circumstances that caused the
creation of the record and the approximate dates
which give the individual cause to believe that the Board of Appellate Review has records about him/her; and preferably his/her social security number.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**
Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director; Office of IRM Programs and Services (address above).

**RECORD SOURCE CATEGORIES:**
These records contain information obtained primarily from the individual who is the subject of these records and from his/her passport records.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**
Pursuant to 5 U.S.C. 552a (k)(1) and (k)(2) records in this system of records may be exempted from 5 U.S.C. 552a(c)(3). (d). (e)(1). (e)(4)(G). (H). and (I) and (f).