

**CATEGORIES OF RECORDS:**

Replace "prisoner" with "inmate" throughout notice. In the second paragraph, delete 'from escaped'.

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**PURPOSE(S):**

Delete Historical records in microfilm are used as a research data base' from entry.

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**SAFEGUARDS:**

Add to entry 'Those in computer storage devices are protected by computer system software.'

**RETENTION AND DISPOSAL:**

Add at end "63132-2001. Some records pertaining to clemency/parole actions are retained for five years after final action."

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**F031 AF SF A****SYSTEM NAME:**

Correction and Rehabilitation Records.

**SYSTEM LOCATION:**

Headquarters, Air Force Security Forces Center, 1517 Billy Mitchell Boulevard, Lackland Air Force Base, TX 78236-5226, and elements; the Air Force Clemency and Parole Board, Office of the Secretary of the Air Force Personnel Council, 1535 Command Drive, EE-Wing, Third Floor, Andrews Air Force Base MD 20762-7002.

Chief of Security Forces at local installation where individual is assigned. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices. Records may also be at the National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132-2001.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals placed in confinement at an installation or federal prison as the result of military criminal conviction.

Individuals placed in confinement or rehabilitation and assigned to Headquarters, Air Force Security Forces Center (AFSFC) or any element of operating location.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Inmate personnel records consisting of confinement orders, release orders, personal history records, medical examiners report, request and receipt for health and comfort supplies, recommendations for disciplinary action, inspection records, inmate classification summaries and records

pertaining to any clemency/parole actions.

Corrections officers records including personal deposit fund records and related documents, disciplinary books, correction facility blotters and visitor registers; requests for interview and evaluation reports; inmate records consisting of daily strength records and reports of escaped and returned inmates.

Psychological or rehabilitation test records.

Clemency and Parole Board decisional documents and related records reflecting the action of the Board, the Board's recommendations to the Secretary and the rationale for actions taken or proposed.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 8013, Secretary of the Air Force; Air Force Instruction 31-205, Air Force Corrections System, and E.O. 9397 (SSN).

**PURPOSE(S):**

To maintain a life file on the individual as an inmate on an Air Force installation, or as an Air Force inmate serving a sentence in a federal prison.

The records are used to establish background for either disciplinary or good conduct action as well as general administration uses of the records concerning health and welfare of the individual, as well as clemency and parole actions.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records, or information contained therein, may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Information may also be disclosed Federal, state, and local law enforcement and investigation agencies for investigation and possible criminal prosecution, civil court actions or regulatory orders, confinement/correctional agencies for use in the administration of correctional programs, including custody classification, employment, training and educational assignments, treatment programs, clemency, restoration to duty or parole actions, verification of offender's criminal records, employment records, and social histories.

The DoD "Blanket Routine Uses" published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Maintained in file folders, in notebooks/binders, in card files, on computer and computer output products, and as photographs.

**RETRIEVABILITY:**

Retrieved by any or a combination of name, Social Security Number and fingerprint classification, or by date of board hearing.

**SAFEGUARDS:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by visitor registers. Those in computer storage devices are protected by computer system software.

**RETENTION AND DISPOSAL:**

Depending on the type of record within the system, it is either destroyed after release of the inmate, maintained for one year after the release of the individual, or retained in the files at the facility in which the individual was confined for three months, after which time the record is forwarded to Headquarters, Air Force Security Forces Agency, Corrections Division, 1517 Billy Mitchell Boulevard, Lackland Air Force Base, TX 78236-5226. Within two years after receipt, records are sent to the National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132-2001. Some records pertaining to clemency/parole actions are retained for five years after final action.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, AF Corrections, Headquarters, Air Force Security Forces Center, Corrections Division, 1517 Billy Mitchell Boulevard, Lackland Air Force Base, TX 78236-5226.

Executive Secretary, Air Force Clemency and Parole Board, Office of the Secretary of the Air Force Personnel Council, 1535 Command Drive, EE-Wing, Third Floor, Andrews Air Force Base, MD 20762-7002.

Chief of Security Forces at local installation where individual is assigned. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains