

MEMORANDUM

TO: All Employees
Court Services and Offender Supervision Agency
Office of the Trustee
Adult Probation
Board of Parole

FROM: David A. LeVeck
Director
Office of Security

SUBJECT: Safeguarding of Background Investigation Files

DATE: June 2, 1999

Reference memorandum from the Trustee, subject: Employee Background Investigations dated November 23, 1998. The memorandum stated that background investigations would be conducted on all employees of the Court Services and Offender Supervision Agency.

PURPOSE: The purpose of this memorandum is to outline the policy for safeguarding background investigation files.

INFORMATION: Each Background Investigation file contains personal information (e.g., information collected from references, close associates, employers, neighbors, institutions of higher education, as well as police department jurisdictions and the military).

POLICY: Investigative reports are not part of the Official Personnel Folder, but are maintained in separate security files, which are retained by the Office of Security. Unless a file is being reviewed, it is physically secured at all times to prevent inadvertent or

unlawful disclosure. Access to or discussions of investigative files will be limited to only those individuals with an official need to know. In addition, should another Federal Agency be conducting an investigation on an individual, an investigator from that Agency may review that background investigation file. However, the investigator is required to furnish the Office of Security with a release of information form, signed by the individual, prior to reviewing the file. Furthermore, the Office of Security is not authorized to permit anyone to review or have access to his or her individual background investigation file. However, the Office of Personnel Management, which conducts our investigations will, upon a written request from an individual, provide that individual a copy of his or her investigation.

STORAGE: When background investigation files are not in use they will be physically secured at all times in a lock bar filing cabinet or a General Services Administration approved security container. Access to these cabinets and containers are limited to only those individuals with assigned responsibilities for review and maintenance of the files.

Should you have any questions regarding the release of background investigation information, please do not hesitate to contact Carol Snyder or myself at (202) 220-5750.

cc: Jay Carver
Trustee

Monty Wilkinson
Deputy Director

Jim Williams
Associate Director
Management and Administration

Susan Shaffer
Director
Pretrial Services Agency