

§ 932.7 Disclosure.

USRA will, upon approving a request for disclosure, provide that individual, at the time and place agreed upon, whatever information pertaining to the individual the system of records contains. If the information in the system of records can be verified as pertaining to the individual making the request and to no other, USRA will mail a copy of such information to the individual if requested in writing to do so. The requesting individual may request that the disclosure be made to some other individual at the designated time and place by doing so in writing and providing to USRA the name, address and such other information as may be necessary to identify positively the individual to whom the disclosure is to be made at his or her appearance (See 932.4).

§ 932.8 Request for correction or amendment.

The individual to whom the record pertains may request that the record be corrected or amended by submitting a written request to this effect to the same address as given in § 932.5. The request should contain the same identifying information as was contained in the original request for determination, and indicate what information is to be corrected or amended.

§ 932.9 Procedure for correction or amendment.

USRA will respond within ten days, excluding Saturdays, Sundays, and Holidays, and promptly either make the requested correction or amendment or inform the individual of its refusal to make the requested correction or amendment, the reason for the refusal, the procedures established by USRA for the individual to request a review of that refusal by the President of USRA or an officer designated by the President of USRA and the name and business address of that official.

§ 932.10 Request for review of refusal to correct or amend.

USRA will permit the individual who disagrees with the refusal to amend his record to request a review of such refusal and not later than 30 days, excluding Saturdays, Sundays, and Holidays, from the date on which the individual requests such review, complete such review and make a final determination unless, for good cause shown, the President of USRA extends such 30-day period; and if after his review, the reviewing official also refuses to amend the record in accordance with the request, permit the individual to file a concise statement setting forth the reasons for his disagreement. In that event, the reviewing official shall notify the individual of the provisions for judicial review of his determination under subsection (g) (1) (A) of the Privacy Act. Assistance may be ob-

tained in preparing a request to amend a record or to appeal an initial adverse determination or to learn of the provision for judicial review from the USRA Privacy Act Coordinator, Vice President for Administration, 2100 Second Street, SW., Washington, D.C. 20595.

§ 932.11 Disclosure to another person.

Disclosure of a record to a person other than the individual to whom it pertains will be permitted according to §§ 932.6 and 932.7.

§ 932.12 Exemptions.

The regulations reserve to the President of the Association the right to create exemptions pursuant to the specific exemption provisions of the Act.

§ 932.13 Fees.

One copy of the requested information will be provided without charge. If requested, additional copies will be provided at a fee of \$0.15 per page.

§ 932.14 Penalties.

Only those penalties imposed by the Privacy Act or other public law will apply.

Dated: September 26, 1975.

ALAN L. DEAN,
Acting President,
United States Railway Association.

[FR Doc. 75-26277 Filed 9-26-75; 5:00 pm]

RAILROAD RETIREMENT BOARD

[20 CFR Part 200]

PRIVACY ACT OF 1974**Proposed Proper Procedures Regarding Request for Medical Records**

The Railroad Retirement Board proposes to amend § 200.4 of Part 200 of Title 20 of the Code of Federal Regulations by the insertion of paragraph (e) for purposes of implementation of the Privacy Act of 1974 (Pub. L. 93-579). This paragraph proposes the proper procedure to be followed with respect to the request for medical records maintained by the Board.

Interested persons may comment upon the proposed rules by submitting written data, views, and arguments to the Secretary of the Board, Room 814, Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611, not later than October 30, 1975.

Section 200.4(e) is inserted to read as follows:

§ 200.4 Protection of privacy of records maintained on individuals.

(e) *Special procedures—medical records.* (1) Upon receipt of a request made by an individual for access to medical records pertaining to him maintained by the Railroad Retirement Board, the system manager of the system of records containing the medical records in ques-

tion shall, within ten working days following the date on which the request is received in his office, respond to such request as follows:

(i) If the system manager has received a written authorization from the physician or practitioner who supplied a particular medical record permitting the individual access to that record, the system manager shall grant the individual access to such record as provided under paragraph (d) of this section; or

(ii) If the system manager has not received a written authorization from the physician or practitioner who supplied a particular medical record permitting the individual access to that record, the system manager shall notify the individual that access to the record cannot be granted without such consent, and he shall further inform the individual of the name and address of the physician or practitioner who supplied the record.

(2) If the physician or practitioner who supplied a particular medical record should need to examine the record in order to determine whether disclosure of the record might be harmful to the individual, the system manager shall inform the individual that the physician or practitioner has requested the record and shall furnish the record or a copy thereof to the physician or practitioner.

(3) If the physician or practitioner who supplied a particular medical record is unavailable to give his authorization for access to that record, the system manager shall inform the individual who requested access that the record may be made available to a physician named by the individual for the purpose of making a determination as to whether disclosure of the record to the individual might be harmful to the individual and as to whether access to the record should be denied for that reason.

(4) Notwithstanding the provisions of subparagraphs (1), (2), and (3) of this paragraph and of paragraph (d) of this section, if a determination made with respect to an individual's claim for benefits under the Railroad Retirement Act or the Railroad Unemployment Insurance Act is based in whole or in part on medical records, disclosure of or access to such medical records shall be granted to such individual when such records are requested for the purpose of contesting such determination either administratively or judicially.

(5) The procedures for access to medical records set forth in this paragraph shall not apply with respect to requests for access to an individual's disability decision sheet or similar adjudicatory documents, access to which is governed solely by paragraph (d) of this section.

By authority of the Board.

Dated: September 25, 1975.

[SEAL]

R. F. BUTLER,
Secretary of the Board.

[FR Doc. 75-26355 Filed 9-29-75; 12:07 pm]

U.S. RAILROAD RETIREMENT BOARD PRIVACY ACT OF 1975

Addendum and Correction to Systems of Records and Routine Uses

The U.S. Railroad Retirement Board hereby publishes an addendum to its notice of systems of records and their respective routine uses, originally published in the Federal Register on August 19, 1975, for public comment pursuant to the provisions of section (e)(4) of the Privacy Act of 1974. Also published below is a correction to the Routine Uses section of RRB-5, Master File of Railroad Employees' Creditable Compensation, which had been inadvertently omitted in the August 19, 1975 publication.

Those interested parties wishing to submit written data, views or arguments on the routine uses of these systems of records should send such comments to the Secretary of the Board, U.S. Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611, not later than October 17, 1975.

R. F. Butler,
Secretary

RRB-5

System name: MASTER FILE OF RAILROAD EMPLOYEES' CREDITABLE COMPENSATION—RRB

Correction:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transferred to the Social Security Administration in cases where the railroad employee does not acquire 120 creditable service months before death, or has no current connection with the railroad industry, to enable SSA to credit the employee with the compensation and to pay or deny benefits; to the respective employees and their employers to report cumulative and yearly creditable compensation and service months; in the event that this system of records, maintained by the Railroad Retirement Board to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in this system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

RRB-34

System name: Employee Personnel Management Files—RRB

System location: Headquarters:

U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Regional and District Offices:

See Appendix 1 of original publication for addresses.

Categories of individuals covered by the system: Current employees of the U.S. Railroad Retirement Board.

Categories of records in the system: Name, address and phone number of the person to notify in case of emergency and personal physician; copies of (1) pay change slip, (2) bi-weekly statement of earnings and leave, (3) SF-52, Request for Personnel Action, (4) SF-50, Personnel Action, (5) service computation date form, (6) written requests for leave, (7) performance ratings, (8) promotion appraisals, (9) incentive awards program suggestions and awards, (10) other awards and nominations for recognition, (11) supervisory informal and formal written notes, memorandums, etc., relative to admonishment, caution, warning, reprimand or similar notices, (12) within-grade increase materials, (13) SF-171, Employment Application, (14) credit or debt correspondence, (15) letters of commendation, (16) official position descriptions, (17) probationary letters, (18) task lists and performance standards, (19) information concerning training received and seminars attended, and (20) miscellaneous correspondence.

Authority for maintenance of the system: Section 7(b)(9) of the Railroad Retirement Act of 1974 (45 U.S.C. 231f(b)(9)) and the Federal Personnel Manual 293-31—Subchapter S-8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal use only.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders

Retrievability: Name of employee

Safeguards: Kept in lockable file cabinets or lockable desks in secured buildings, with access limited to authorized personnel.

Retention and disposal: The folder and its contents will be destroyed by hand-shredding within 30 days after the employee leaves the bureau or region. Specific materials in these files are disposed of in accordance with applicable Civil Service Commission and GSA instructions or regulations and/or applicable internal administrative directives.

System manager(s) and address: The system managers are listed below.

For departmental employees:

Director of Personnel
U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

For field employees:

Regional Director of region where person is employed (See Appendix 1 of original publication for addresses).

Notification procedure: Requests for information regarding an individual's record should be addressed to the System Manager identified above, including the full name and social security number of the individual. Before information about any record will be released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information.

Record access procedures: See Notification procedure above.

Contesting record procedures: See Notification procedure above.

Record source categories: Employee, agency officials and management personnel.

RRB-35

System name: Employee Promotion Evaluation File—RRB

System location: Headquarters:

U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Categories of individuals covered by the system: Current Railroad Retirement Board employee's excluding: (1) all employees who occupy positions at the GS-14 level and above; (2) district managers, GS-13; (3) Board appointees; and (4) medical personnel, attorneys and actuaries.

Categories of records in the system: Board seniority date; employee appraisal; supervisory appraisal; application for promotions or reassignment to supervisory field positions; and an extract from the official personnel folders showing experience, education, special skills, and a synopsis of unsatisfactory or outstanding performance rating memorandums, denials of within-grade increases, letters of commendation, work-related awards, and disciplinary action memorandums and warning notices.

Authority for maintenance of the system: Railroad Retirement Board Order 75-3, written in accordance with section 7(b)(9) of the Railroad Retirement Act of 1974 (45 U.S.C. 231f(b)(9)).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Board use only.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders

Retrievability: Name of employee

Safeguards: Kept in lockable file cabinets in a secured building, with access limited to authorized personnel.

Retention and disposal: Retained until the employee terminates employment with the Board or enters into one of the positions exempted under 'Categories of individuals' above. The material is updated as new information is received. The employee appraisals and supervisory appraisals are updated every six months. Superseded materials are destroyed by hand-shredding.

System manager(s) and address: Director of Personnel

U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Notification procedure: Requests for information regarding an individual's record should be addressed to the System Manager identified above and should include the name and social security number of the individual. Before information about any record will be released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information.

Record access procedures: See Notification section above.

Contesting record procedures: See Notification section above.

Record source categories: The individual to whom it applies, his official personnel folder and supervisory personnel.

RRB-36

System name: Negotiated Grievance File—RRB

System location: Headquarters:

U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Categories of individuals covered by the system: Railroad Retirement Board employees who have filed a grievance under negotiated grievance procedures.

Categories of records in the system: This system of records contains information and documents relating to the filing of a grievance under negotiated grievance procedures. It will contain a copy of the grievance memorandum submitted by the employee and a copy of the final determination made by the agency. It may contain evidence submitted by the employee and/or agency in support of or contesting the grievance.

Authority for maintenance of the system: Executive Order 11491, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal Board use only.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders

Retrievability: Name of employee

Safeguards: Kept in lockable file cabinets in a secured building, with access limited to authorized personnel.

Retention and disposal: Maintained for five years, then destroyed by hand-shredding.

System manager(s) and address: Director of Personnel

U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Notification procedure: Requests for information regarding an individual's record should be addressed to the System Manager identified above and should include the name and social security number of the individual involved. Before information about any record will be released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information.

formation.

Record access procedures: See Notification section above.

Contesting record procedures: See Notification section above.

Record source categories: The information in this system of records is obtained from the Railroad Retirement Board employee, the employee's supervisor, bureau heads, regional directors, and the chief executive officer.

RRB-37

System name: Medical Records on Railroad Retirement Board Employees—RRB

System location: U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Categories of individuals covered by the system: Railroad Retirement Board headquarters' employees grade GS-12 and above, age 45 and older, and any building employee involved in a medical emergency requiring further medical treatment.

Categories of records in the system: Name, date of examination, date of birth, brief narrative statement of the employee's general health and significant medical problem, chief complaint, physical findings and recommended action.

Authority for maintenance of the system: Railroad Retirement Board Order 75-6, written in accordance with section 7(b)(9) of the Railroad Retirement Act of 1974 (45 U.S.C. 231f(b)(9)).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal Board use only.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper

Retrievability: Name

Safeguards: Locked filing cabinets, only authorized personnel are permitted to access.

Retention and disposal: Maintained until the employee terminates employment with the Railroad Retirement Board, then hand-shredded.

System manager(s) and address: Chief Medical Officer

U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Notification procedure: Requests for information regarding an individual's records should be in writing addressed to the System Manager identified above, including full name and social security number of the individual. Before any information about any record will be released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information.

Record access procedures: See Notification section above.

Contesting record procedures: See Notification section above.

Record source categories: Physician, medical personnel, Railroad Retirement Board employee.

[FR Doc.75-26356 Filed 9-29-75; 12:07 pm]

COMMISSION ON CIVIL RIGHTS PRIVACY ACT OF 1974

Adoption of Notices of Systems of Records

On pages 40,786 through 40,791 of the *FEDERAL REGISTER* of September 3, 1975, there was published a notice of systems of records pursuant to the requirements of the Privacy Act of 1974, 5 U.S.C. 552a. Interested persons were given 30 days in which to submit comments, suggestions, or arguments regarding the Routine Use portions of the notices.

As a result of comments received and agency review, the following changes are made:

1. Commission systems which may contain material for which specific exemptions may be asserted have this information and reasons therefor included as part of the notice: CRC Systems 001, 003, 004 and 009, may contain material partially exempt under 5 U.S.C. 552a(k) (2); CRC Systems 006 may contain material partially exempt under 5 U.S.C. 552a(k) (4), (5) and (6). The same language as contained in § 706.13(b) of The Final Rules as set out above is added to the end of each of these system notices.

2. The following changes have been made in CRC-002: In the Routine Use section, add the language "Records including Standard Forms 85, 86, 87 and 171 are also transmitted to the Civil Service Commission for investigative purposes and assistance to the Agency in selecting employees."

3. In CRC-003 and CRC-009 the "System Location" section is corrected to

show the proper zip code (80202) for the Denver Office.

4. The following changes have been made in CRC-004: "and Congresspersons" has been added to the "Categories of Individuals Covered by the System"; Office of Staff Director has been named as the first of a list of offices that have compiled project files in the "Categories of records in the system" portion of the notice; In that same portion of the notice, Women's Rights Program Unit has been deleted as it is a part of the Office of Staff Director.

5. In Notice CRC-005 "Staff" has been added to the portion of the notice that covers categories of individuals covered by the system. In the portion of the notice covering "Policies and Practices . . ." the following sentence is added after the first sentence on storage: "Advisory Committee biographical and background data is stored on magnetic tapes in the Federal Data Processing Center (FDPC/GSA)." In addition the following information has been added to the list of "Systems Managers" named:

Director, Office of Information and Publications, 1121 Vermont Avenue, NW., Washington, D.C. 20425.

6. The following changes are made in CRC-008: "contractors" has been added to the "Categories of Individuals Covered" portion of the notice. Delete the list of regional offices and addresses from the "Systems Location" section; the language "all regional offices" sufficiently describes that location in light of previous specifications within the notices.

7. The following change is made in CRC-010: In the system manager(s)

and address section, delete Director and add Budget and Finance Officer.

8. The notices are not reprinted here but will be reprinted in corrected forms in the forthcoming *FEDERAL REGISTER* Compilation of Privacy Act material. To assist the public in use of the Commission's Notices of Systems of Records, the Alphabetical Listing and Table of Contents is reprinted below with an indication of possible exemptions from designated systems.

(1) Appeals, Grievances and Complaints (Internal), CRC-001. Exemptions under 5 U.S.C. 552a(k) (2).

(2) Applications, CRC-002.

(3) Complaints, CRC-003. Exemptions under 5 U.S.C. 552a(k) (2).

(4) Commission Projects, CRC-004. Exemptions under 5 U.S.C. 552a(k) (2).

(5) Information on Commissioners, Staff and State Advisory Committees, CRC-005.

(6) Other Employee Programs: EEO, Troubled Employee, and Upward Mobility, CRC-006. Exemptions under 5 U.S.C. 552a(k) (4), (5) and (6).

(7) Personnel, CRC-007.

(8) Resource and Consultant, CRC-008.

(9) State Advisory Committees Projects, CRC-009. Exemptions under 5 U.S.C. 552a(k) (2).

(10) Travel, Payroll, Time and Attendance of Commissioners, Staff, Consultants and State Advisory Committee Members, CRC-010.

Accordingly, with these changes and additions, the proposed notices are adopted.

JOHN A. BUGGS,
Staff Director.

SEPTEMBER 29, 1975.

[FR Doc.75-26423 Filed 9-30-75;9:33 am]

**Commission of Fine Arts
Privacy Act of 1974
Proposed Notices of Systems of Records**

Notice is hereby given that the Commission of Fine Arts proposes to adopt the following notices of the existence and character of the systems of records which it maintains which contain information about individuals. Public comment is invited on these notices on or before October 30, 1975, addressed to the Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Dated: September 26, 1975.

Charles H. Atherton,
Secretary.

CFA-1

System name: Members of the Commission of Fine Arts and the Board of Architectural Consultants for Old Georgetown—CFA

Security classification: None.

System location: Commission of Fine Arts offices, 708 Jackson Place, NW., Washington, D.C. 20006.

Categories of individuals covered by the system: Presidentially-appointed members of the Commission of Fine Arts and Commission-appointed members of the Board of Architectural Consultants for Old Georgetown.

Categories of records in the system: These records contain self-supplied biographical data; relevant newspaper and periodical clippings; appointment affidavits; appointment, acceptance, resignation, and other related correspondence.

Authority for maintenance of the system: An Act Establishing a Commission of Fine Arts, Public Law 181, 61st Congress, H. R. 19962, 40 U.S.C. 104, 36 Stat. 371; Old Georgetown Act, Public Law 808, 81st Congress, H. R. 5660, 40 U.S.C. 121, 53 Stat. 1144.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are routinely used for research and reference purposes, both in-house and for other government agencies and the general public.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Current records are stored in files in the second floor offices of the Commission and past records are stored in files in the basement file room of the Commission.

Retrievability: Records are arranged alphabetically by last name under the general headings of "FAA (Fine Arts Act)-CFA (Commission of Fine Arts)-Members" and "FAA-OGB (Old Georgetown Board)-Members".

Safeguards: Access to the basement file room is limited to Commission staff members or individuals escorted by a staff member; access to second floor files is under surveillance by the Commission staff as all visitors must be individually admitted at the front door and are greeted by a staff member.

Retention and disposal: Records are maintained on the premises at 708 Jackson Place, NW. until such time as a determination is made to transfer them to the National Records Center; they are maintained there under the same retrievability system until such time as determination is made to transfer them to the National Archives or that they be destroyed.

System manager(s) and address: Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Notification procedure: Requests to be notified whether or not the

system contains a record pertaining to an individual should be addressed to the Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Information obtained from individual to whom it pertains; newspapers, periodicals, and other publications; official correspondence to and of the Commission of Fine Arts.

Systems exempted from certain provisions of the act: Not applicable.

CFA-2

System name: Personnel Administration—CFA

Security classification: None.

System location: Commission of Fine Arts offices, 708 Jackson Place, NW., Washington, D.C. 20006.

Categories of individuals covered by the system: Employees, past and present, of the Commission of Fine Arts.

Categories of records in the system: These records may contain employee time and attendance records; annual and sick leave records; personnel grievances; EEO discrimination complaints; and other personnel administrative records which are not part of the personnel data maintained by the Civil Service Commission.

Authority for maintenance of the system: An Act Establishing a Commission of Fine Arts, Public Law 181, 61st Congress, H. R. 19962, 40 U.S.C. 104, 36 Stat. 371.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Except for disclosures to officers or employees of the Commission of Fine Arts in connection with the performance of their official duties for the agency, there are no routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in the office safe in the basement file room of the offices of the Commission.

Retrievability: Records are arranged alphabetically by last name under the subheadings Time and Attendance Records; Annual and Sick Leave Records; Personnel Grievances; EEO Discrimination Complaint Records; and, in all other cases, on the left side of the employee's Official Personnel Folder, also maintained alphabetically by last name in the office safe.

Safeguards: Access to the combination of the office safe is limited to the Secretary and the Assistant Secretary of the Commission, and all records retrieved from this record system will be retrieved by them.

Retention and disposal: Same as CFA-1 above.

System manager(s) and address: Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Notification procedure: Requests to be notified whether or not the system contains a record pertaining to an individual should be addressed to: Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Inter- and intra-office memos and correspondence from the individual to whom it pertains, the Secretary, the Chairman, the General Counsel, the Department of the Interior, the Civil Service Commission, and any other relevant source; bi-weekly time and attendance reports; and bi-weekly payroll statements to employees.

Systems exempted from certain provisions of the act: Not applicable.

[FR Doc.75-26206 Filed 9-26-75; 2:47 pm]

DEPARTMENT OF STATE

(Public Notice 470)

PRIVACY ACT OF 1974

Notice of Systems of Records; Corrections; Additional Systems

On September 2, 1975, in accordance with section 3 of the Privacy Act of 1974 (5 U.S.C. 552a (e) (4) and (11)), a proposed notice of systems of records maintained by the Department of State was published in the FEDERAL REGISTER (40 FR 40460). This notice includes editorial and typographical corrections to that proposed notice and the listing of additional systems of records, numbered STATE-43 through STATE-48, which were not included in the initial notice of records.

Interested persons were given the opportunity to submit written data, views, or arguments concerning the routine use portions of this notice to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, Washington, D.C. 20520 by October 2, 1975.

No comments were received by close of business September 25. The Privacy Act enters into full effect on September 27. In these circumstances, and in the absence of other regulations to govern access to and protection of personal information, the Department finds that making these regulations effective on the same date as the Act provides a benefit to the public and to this Department which outweighs the possible benefit of waiting until October 2 for public comment. However, any comments received by October 2 will be considered in connection with possible amendments.

Effective date: This notice shall be effective September 27, 1975. For the Secretary of State:

Lawrence S. Eagleberger,
Deputy Under Secretary for Management.

State-01

System name: Biographic Register Records.

System location: Department of State Annex 6, 1700 N. Lynn Street, Arlington, Virginia 22209.

Categories of individuals covered by the system: Personnel of the following ranges of the Department of State and other Federal Agencies in the field of foreign affairs: Ambassadors; Ministers; Chiefs of Mission; Foreign Service Staff Officers, Classes 1 through 4; Civil Service Employees, GS-12 and above; Foreign Service Information Officers; Foreign Service Reserve Officers; Foreign Service Reserve Officers Unlimited; Foreign Service Officers.

Categories of records in the system: Biographic information; personnel action changes.

Authority for maintenance of the system: 22 U.S.C. 811a

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this system is used as a source data for publication of the 'Biographic Register'. Information is made available on need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. Source data for the 'Biographic Register' is not used outside the Department of State. The 'Biographic Register' itself is distributed to other government agencies whose employees are included in it. The 'Register' is a public document and is offered for sale by the Superintendent of Documents. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ICE

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retained for two years. They are retired or destroyed in accordance with published

schedules of the Department of State. More specific information may be obtained by writing the Director Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the 'Biographic Register' might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the 'Biographic Register' to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the 'Biographic Register' Records might have information pertaining to him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; Personnel Office of the Department of State; U.S. Government officials.

State-02

System name: Board of Appellate Review Records

System location: Department of State Annex 6, 1700 N. Lynn Street, Arlington, Virginia 22209.

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.

Categories of records in the system: Copies of decisions rendered by the Board of Appellate Review.

Authority for maintenance of the system: 22 CFR 7.1-7.3; 22 CFR 50.60-50.72; 22 CFR 51.90-51.105.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in the system of records is generally used by the Board for its value as a body of precedents and as an analysis of relevant law and regulations. Information is made available to personnel of the Department of State as may be required in the performance of their official duties. The principal user of this information outside the Department of State is the Department of Justice. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. The information may be released to members of Congress acting or writing on behalf of the individual. Copies of a Board's decision in an individual case may be made available to a member of the bar or the public under the Freedom of Information Act, unless refusal is authorized by the Privacy Act. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ICE

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes 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 a restricted area, access to which is limited to authorized personnel.

Retention and disposal: These records are retained as long as the Board of Appellate Review exists. Thereafter, they will be retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Chairman, Board of Appellate Review, Room 215, Department of State Annex 6, 1700 N. Lynn Street, Arlington, Virginia 22209.

Notification procedure: Individuals who have cause to believe that the Board of Appellate Review might have records pertaining to

them should write to the Director, Foreign Affairs Document and Reference Center; Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Board of Appellate Review to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the approximate date upon which the Board of Appellate Review decided his or her case involving loss of nationality or the revocation of a passport.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; the Passport Office; Foreign Service posts; Department of Justice; Department of Defense.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-03

System name: Board of the Foreign Service Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Foreign Service personnel whose separation for cause, under Section 637 of the Foreign Service Act of 1946, as amended, was called for by the Director General of the Foreign Service.

Categories of records in the system: Letters of the Department of State determining that separation for cause is warranted; responses by the individuals; transcripts of the hearings on the individuals; recommendations of the hearing officers; recommendations to the Secretary by the Board.

Authority for maintenance of the system: 22 U.S.C. 1007; Executive Order 11264.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. Information is released to the defense counsel for the individuals charged and the hearing officers in the cases. Also see 'Routine Uses' paragraphs of the Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ICE

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under a proper escort. All records containing personal information are maintained in secured file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Records in this system are retained for approximately 3 years, at which time they will be retired in accordance with schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Executive Secretary, Board of the Foreign Service, Room 3835, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Board of the Foreign Service might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Board of the Foreign Service to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the approximate date on which the Director General of the Foreign Service determined that separation for cause was warranted.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; Department of State officers who have made the charges; hearing officers; other employees or individuals having knowledge of the fact giving rise to the charges.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-04

System name: Confidential Statement of Employment and Financial Interests Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: U. S. Government employees.

Categories of records in the system: Employment and financial interests; creditors; interests in real property; actions on behalf of foreign principals.

Authority for maintenance of the system: Executive Order 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal user of this information outside the Department of State is the Department of Justice. Information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of the Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ICE

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 secure file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Executive Officer, Office of the Legal Adviser, Room 6421, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of the Legal Adviser might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wants the records of the office of the Legal Adviser to be checked. At a minimum, the individual must include: name; date and place of birth; present mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Office of the Legal Adviser might have records pertaining to him or her.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual.

State05

System name: Consular Service and Assistance Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Individuals assisted by the Office of Special Consular Services or by consular officers overseas; who are the subject of requests concerning welfare and whereabouts; who have received financial assistance; who have been repatriated; who have received emergency medical assistance; who have been detained or arrested overseas; who have required notarial and documentation services; about whom judicial assistance has been requested; who have died overseas and whose estate has had to be settled; who have claimed interests in property abroad; living overseas who receive federal benefits; American seamen.

Categories of records in the system: Arrests; vessel services (by name of vessel); crew member services; welfare and whereabouts (including repatriation); Federal agency cases (filed by post); property claims; deaths and estates; reports of death; judicial assistance, notariats and legal documents.

Authority for maintenance of the system: Services for other Federal Agencies, U.S. Courts and Congress (22 U.S.C. 846); assistance to arrested citizens (22 U.S.C. 1732); assistance in property matters (22 U.S.C. 1731); notification of next-of-kin (22 U.S.C. 1176); estates of deceased citizens (22 U.S.C. 1175 and 1177); noting Marine Protests (22 U.S.C. 1173); receive complaints re seaworthiness etc., and take action thereon (46 U.S.C. 656 thru 663); discharge crewman from U.S. vessels and require payment of their wages (46 U.S.C. 682; 22 U.S.C. 1174); retain ship's papers pending payment of crew and other debts (22 U.S.C. 1185); give approval to shipping of seamen (46 U.S.C. 570); assist distressed or destitute seamen (46 U.S.C. 593 and 46 U.S.C. 678, 679); trustee for wages when ship is sold (46 U.S.C. 684); Wages on justifiable complaint of seamen, consular responsibility (46 U.S.C. 685); investigation on seaman's complaint (46 U.S.C. 685); investigation of insubordination (46 U.S.C. 703); responsibility of deceased seamen and their effects (46 U.S.C. 621, 622, and 624); notarial acts, oaths, affirmations and affidavits (22 U.S.C. 1195 and 1203); authentication of documents (28 U.S.C. 1741); judicial assistance to U.S. and foreign courts (22 U.S.C. 1781-1783); Depositions (22 U.S.C. 1195 and 1203).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in the Consular Service and Assistance Records is used in the protection and assistance of individuals abroad. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Social Security Administration; Veterans Administration; Department of Health, Education, and Welfare; U.S. Public Health Service; Civil Service Commission; Railroad Retirement Board; Treasury Department; Department of Labor; Department of Justice; Drug Enforcement Administration; Civil Aeronautics Board; Selective Service; Department of Defense; Federal Aviation Administration; U.S. Maritime Administration; Department of Commerce; Foreign Claims Settlement Commission; Immigration and Naturalization Service; Internal Revenue Service; Secret Service; Airlines when the information is required for the purpose of notifying next of kin of the death or serious injury of the individual to whom it pertains, or in connection with a medical evaluation of the individual to whom it pertains; funeral homes in connection with the death abroad of citizens of the U.S.; members of Congress when the information is requested on behalf of the individual to whom it pertains, or on behalf of some other individual to whom it pertains, or on behalf of some other individual to whom access is authorized under these rules; shipping companies when the information is maintained pursuant to the Department's responsibility under Title 46 of the U.S. Code; immediate families when the information is required by the individual's immediate family; attorneys when the individual to whom the information pertains is the client of the attorney making the request, or when the attorney is acting on behalf of some other individual to whom access is authorized under these rules; Red Cross; State Law Enforcement Agencies, including State Prosecutors; Foreign Embassies and Consulates when the request for information is made pursuant to customary international practice; private citizens whenever the individual to whom the information pertains has authorized the Department in writing to release such information. This information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ICE

Storage: Hard copy; magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from 1 to 20 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, D.C. 20520.

System manager(s) and address: Director, Special Consular Services, Room 1803, Department of State, 2201 C Street NW, Washington, D.C. 20520.

Notification procedure: Individuals who have reason to believe that the Office of Special Consular Services might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW Washington, D.C. 20520. The individual must specify that he wishes the records of the Office of Special Consular Services to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the location (city and country), and the approximate dates, which gave the individual cause to believe that the Office of Special Consular Services have records pertaining to him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; consular officers; family members; federal state, and local agencies who have an interest in the case.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-06

System name: Coordinator for the Combatting of Terrorism Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: American citizens involved in terrorist incidents.

Categories of records in the system: Case files.

Authority for maintenance of the system: Presidential Memorandum of September 25, 1972 establishing a Cabinet Committee on Combat Terrorism and under it a Working Group.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are maintained to (1) help maintain an effective response to the international terrorism problem; (2) use as guidelines in cases of future terrorist incidents; and (3) answer correspondence. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The Office of the Coordinator of Combatting Terrorism has contracted with the Rand Corporation a study of hostage situations involving American and other officials. In the course of the study, records were made available to Rand. The records may also be used by other outside research contractors having the necessary clearance for studies related to aspects of international terrorism. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ICE

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records is indefinite. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Special Assistant to the Secretary and Coordinator for Combatting Terrorism Room 5243A, Department of State, 2201 C Street NW, Washington DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of the Coordinator for Combatting Terrorism might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington DC 20520. The individual must specify that he wishes the records of the Office of the Coordinator for Combatting Terrorism to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Office of the Coordinator for the Combatting of Terrorism might have records pertaining to him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: Departmental personnel and medical records; family, friends, colleagues of the individual; intelligence agencies.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-07

System name: Cryptographic Clearance Records

System location: Office of Communications, Room 6442, Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Employees of the Department of State, Agency for International Development, U.S. Information Agency, and the U.S. Arms Control and Disarmament Agency who are eligible for cryptographic clearances as well as those who have actually received cryptographic clearance.

Categories of records in the system: Correspondence with the Office of Security; position held by employee; date clearance granted.

Authority for maintenance of the system: Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in these records is used to protect the Office of Communications' cryptographic duties and to protect sensitive information from unauthorized disclosure. Information relating to an employee's eligibility for cryptographic clearance is used only by the Office of Communications and is not released outside the Department. Information concerning an individual's cryptographic clearance is maintained to protect the Office of Communications' cryptographic duties. This information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. In addition, it is released to personnel of the Agency for International Development, the U.S. Information Agency, and the U.S. Arms Control and Disarmament Agency on a need to know basis only. Any other release of information to other government agencies who have a statutory or other lawful authority to maintain such information is made through the Office of Security. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ICE

Storage: Hard copy; magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retained indefinitely. They are retired in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Chief, Communications Security Division, Office of Communications, Room 6442, Department of State, 2201 C Street NW, Washington DC 20520.

Notification procedure: Individuals who have cause to believe that the Communications Security Division might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Communications Security Division to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the approximate dates of employment with the Department of State and the nature of such employment.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; Office of Security of the Department of State.

State-08

System name: Educational and Cultural Exchange Program Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520; Department of State Annex 06, 1700 N. Lynn Street, Arlington, Virginia 22209; Department of State Annex 02, 515 22nd Street NW, Washington, DC 20037; Scientific Time Sharing Corporation, 7316 Wisconsin Avenue, Bethesda, Maryland.

Categories of individuals covered by the system: Applicants, recipients, and prospective recipients of Educational and Cultural exchange grants; Members of the Board of Foreign Scholarships; American Executive Secretaries of Fulbright Foundations and Commissions; Members of the U.S. Advisory Commission on International Educational and Cultural Affairs; Members of the Government Advisory Committee on International Book and Library Programs; Members of the former National Review Board of the East-West Center; faculty members of U.S. educational institutions participating in student counselling workshops conducted in various countries.

Categories of records in the system: Biographic information; project descriptions; forms relating to the individual's security clearance; evaluations on the performance of former grantees; evaluations of performing artists who may be potential grantees; copies of press releases; news clippings; information related to the grant; related correspondence; records dealing with the waiving of the foreign residence requirements contain applications for waivers and extensions; Academic Transcripts; Letters of reference.

Authority for maintenance of the system: Mutual Educational and Cultural Exchange Act of 1961 22 U.S.C. 2451-58; 22 U.S.C. 2054-57; 22 U.S.C. 1431.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary function of the Educational and Cultural Exchange Program Records is the aiding in the selection of individuals for educational and cultural exchange grants and for the administration of such grants. Information from these records is also used to develop statistics for use in the operation of the exchange program. Information is made available

ble on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Civil Service Commission; United States Information Agency; Central Intelligence Agency; Immigration and Naturalization Service; Department of Justice; Smithsonian Institution; Congress; the news media; relatives of the grantee trying to reach the individual for bona fide personal reasons; the grantee. In connection with the selection process, information may be released to: binational commissions; the Board of Foreign Scholarships; foreign host institutions; contract agencies; Excerpts from the files may be used by non-governmental panels of experts in rating candidates. This information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 secure file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from three years to an indefinite period of time, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Executive Director, Bureau of Educational and Cultural Affairs, Room 4811A, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Bureau of Educational and Cultural Affairs might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Bureau of Educational and Cultural Affairs to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; his signature; If the individual is or was a grantee or an applicant for a grant, he must specify the type of grant and the dates of the grant which he received or for which he applied.

Record access procedures: Individuals who wish to gain success to or amend records pertaining to them should write to Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; public references; other offices within the Department; other government agencies; other public and professional institutions possessing relevant information.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-09

System name: Equal Employment Opportunity Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Employees who have filed formal or informal complaints alleging discrimination; minority and women applicants for employment.

Categories of records in the system: Investigative reports; employment applications; biographic information; employment histories.

Authority for maintenance of the system: 42 U.S.C. 2000C; Executive Order 11478.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information on formal and informal complaints is made available only to personnel of the Office of Equal Employment Opportunity and Departmental Counsel to that office. Information on minority and women applicants for employment is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. Information on informal complaints and minority and women applicants for employment is not made available to anyone outside the Department of State. The principal users of the information on formal complaints outside the Department of State are: Civil Service Commission Complaints Examiner; Appeals Review Board; U.S. District Court. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington DC 20520.

System manager(s) and address: Deputy Assistant Secretary for Equal Employment Opportunity, Room 4427, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Office of Equal Employment Opportunity might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of Equal Employment Opportunity to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the approximate date upon which the individual filed a formal or informal complaint alleging discrimination or requested other services from the Office of Equal Employment Opportunity.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; supervisors of the individual; EEO counselors; EEO personnel; other employees or individuals having knowledge of the facts involved in a complaint.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-10

System name: External Research Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Former and current Bureau of Intelligence and Research consultants/experts; individuals nominated to be Bureau of Intelligence and Research consultants/experts; consultants/experts to other bureaus who have been employed by the Bureau of Intelligence and Research; Principal investigators and action officers of government supported research on foreign affairs.

Categories of records in the system: Administrative materials; Career history; research papers by consultants/experts; information on contract research projects carried out under government contracts and grants; copies of form letters sent to authors requesting copies of their research papers and their responses.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this system is maintained in order to manage the consultant program and other external research related activities. Information in this system is used in the preparation of reports on work performed by consultants/experts and in the preparation of periodic summaries of financial commitments for approved projects. This information is also used to insure that a consultant does not work more than the statutory number of days allowed each service year. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: academic institutions; other Bureau of Intelligence and Research consultants/experts. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. The inventory of _____ is

published annually in five unclassified volumes and one classified volume. The unclassified volumes are widely distributed throughout the United States Government and to overseas posts. They are also available to private individuals through the National Information Service, U.S. Department of Commerce. The classified volume is distributed to U.S. Government officials. _____ is

distributed throughout the U.S. Government and is available to private individuals through the U.S. Government Printing Office. _____ is

an annual cumulative listing of classified and unclassified studies resulting from government-sponsored research. It is given limited distribution on a complimentary basis throughout the U.S. government. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; magnetic computer media.

Retrievability: By individual name

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from one to 5 years, depending upon the specific kind of record involved. They are retired or destroyed on accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Bureau of Intelligence and Research, Room 6531, Department of State, 2201 C Street NW, Washington DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of External Research might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of External Research to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Office of External Research might have records pertaining to him or her.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; Office of External Research of the Department of State; Office of Personnel of the Department of State; educational institutions; office which employs the consultant; payroll office of the Department of State.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-11

System name: Extradition Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520; Department of Justice, Washington, DC 20530, and its ancillary U.S. Attorneys' offices; Copies of documents may be obtained at our embassies overseas and the Foreign Ministries of the countries from which extraditions are requested, and vice versa.

Categories of individuals covered by the system: Individuals charged with or convicted of an extraditable crime who have fled to or from the U.S. and whose return is sought by State or Federal law enforcement agencies or by a foreign country; individuals whose return is sought by deportation when they are in another country illegally.

Categories of records in the system: Internal memoranda; copies of indictments and charges; criminal records; supporting documentation for a case against an individual; fingerprints; physical descriptions; related correspondence.

Authority for maintenance of the system: Article 6 paragraph 2 of the Constitution; 22 U.S.C. 846; 18 U.S.C. 3181-3195.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Extradition requests are sent to the U.S. embassies in the appropriate countries for transmission to the foreign government. Extradition requests made by a foreign government are transmitted to the U.S. Department of Justice. The purpose of releasing the information is to obtain the return of the fugitive. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Executive Officer, Office of the Legal Adviser, Room 6421, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of the Legal Adviser might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington DC 20520. The individual must specify that he wishes the record of the Office of the Legal Adviser to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the countries to and from which he was extradited and the approximate date.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; state and local government agencies; other government agencies, particularly the Department of Justice; previous employers; neighbors; law enforcement agencies; doctors and lab scientists.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-12

System name: Foreign Service Employee Locator/Notification Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Foreign Service Employees.

Categories of records in the system: Employee's name; current post of assignment; Washington area address and telephone number; other address in the U.S.; instructions for forwarding mail; names of dependents; names of contacts for employees for emergency purposes.

Authority for maintenance of the system: 22 U.S.C. 811a, 821.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in these files is used for the forwarding of employee's mail and for the notification of next of kin in the event of an emergency or death of an employee. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The information may also be released to other government agencies and the general public on a need-to-know basis. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: The card is maintained until the employee updates it because of a change in address or assignment. The card is destroyed 2 years after the employee retires or resigns.

System manager(s) and address: Chief, Foreign Service Lounge, Room 1252, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Employees Service Center might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington DC 20520. The individual must specify that he wishes the records of the Employees Services Center to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: the individual.

STATE-13

System name: Foreign Service Grievance Board Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Foreign Service personnel of the Department of State, the Agency for International Development (AID) and the U.S. Information Agency (USIA) who have filed a formal grievance with the Foreign Service Grievance Board.

Categories of records in the system: Case files.

Authority for maintenance of the system: 3 FAM 660.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system of records is maintained in order to settle grievances presented by employees against the agencies which employ them. No other than the individual grievant, his representative(s), if any, the representative(s), of the Agency against whom the grievance has been filed, and the Foreign Service Grievance Board may have access to the records of proceedings. However, when the Secretary of State, the Administrator of AID, or the Director of USIA are acting in a recommendation by the Board concerning promotion, assignment, or disciplinary action submitted under 3 FAM 667.3 only, the Record will be made available to them alone upon request. A copy of the official record is provided to the appropriate court whenever a grievant files a court suit over his or her grievance. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name; by log numbers.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 secure file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retained indefinitely. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, D.C. 20520.

System manager(s) and address: Executive Secretary, Foreign Service Grievance Board, Room 3418A, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Foreign Service Grievance Board might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street, NW, Washington DC 20520. The individual must specify that he wishes the records of the Foreign Service Grievance Board to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the approximate date upon which the individual filed a formal grievance with the Foreign Service Grievance Board.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; the agency which employs the individual.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER

State-14

System name: Foreign Service Institute Records.

System location: The Foreign Service Institute, 1400 Key Boulevard, Arlington, Virginia, 22209; Department of State Annex 15, 1800 N. Kent Street, Arlington, Virginia 22209.

Categories of individuals covered by the system: Individuals who have requested and/or have received training from the Foreign Service Institute; individuals who have studied at universities through the Institute; individuals who have served as Diplomats in Residence at universities or colleges; individuals who provide professional services; applicants for employment with the Foreign Service Institute.

Categories of records in the system: biographic information; employment and educational history; security clearance data; general correspondence; travel vouchers;

Authority for maintenance of the system: Requests for training. 22 U.S.C. 1041-1047.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in this system is maintained to ensure efficient operation of the Institute and to enable Foreign Service and Civil Service employees to further their formal education. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Universities who, with the consent of the individual, receive copies of transcripts contained in the files; new students who read former students' comments on housing, living conditions, and courses at universities. Data may be sent to other government agencies whose employees are receiving training from the Foreign Service Institute. Information may also be released to other government agencies which have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; Magnetic computer media.

Retrievability: By individual name; by social security number.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from 3 to 35 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: The Director, Foreign Service Institute, Room 1200, Department of State Annex 03, 1400 Key Boulevard, Arlington, Virginia 22209.

Notification procedure: Individuals who have cause to believe that the Foreign Service Institute might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington DC 20520. The individual must specify that he wishes the records of the Foreign Service Institute to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Foreign Service Institute might have records pertaining to him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; Personnel Office of the agency which employs the individual; educational institutions; Office of Security of the Department of State.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-15

System name: Intelligence and Research Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Employees, contractors, consultants, and persons detailed to the Department of State, the Arms Control and Disarmament Agency, and Agency for International Development who have or have had any special intelligence clearance.

Categories of records in the system: Clearances held by the individual; Information relevant to special intelligence clearances.

Authority for maintenance of the system: 18 U.S.C. 798; 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information is used to control access to several highly sensitive categories of intelligence materials. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Central Intelligence Agency; National Security Agency; Defense Intelligence Agency; Department of Defense; Energy Resources Development Agency; Federal Bureau of Investigation; Department of the Treasury; Arms Control and Disarmament Agency; Agency for International Development. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; Magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retained permanently. They are retired in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Bureau of Intelligence and Research, Room 6531, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Bureau of Intelligence and Research might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington DC 20520. The individual must specify that he wishes the records of the Bureau of Intelligence and Research to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Bureau of Intelligence and Research might have records pertaining to them.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (Address above.)

Contesting record procedures: (See above.)

Record source categories: the individual; Office of Security of the Department of State.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-16

System name: International Conference Delegates Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Individuals serving as members or staff of a U.S. delegation to an international conference.

Categories of records in the system: Delegation reports; delegation lists; credentials; temporary hire contracts and vouchers; funding information; copies of travel orders; certifications of security clearances.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information provides material for reference research regarding credentials and support

requirements of particular delegations. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Department of Justice; Civil Service Commission; Congress; the individual. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ice

Storage: Hard copy.

Retrievability: By individual name only if the travel was funded by ICC Appropriation; by name, site, and date of conference.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records is indefinite. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Office of International Conferences, Room 1517, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Office of International Conferences might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of International Conferences to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the name, location, and approximate date of conference to which the individual was a member of the staff or delegation.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individuals; public media sources; former employers; Members of Congress; Federal agencies.

STATE-17

System name: International Organizations Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520; Department of State Annex 02, 515 22nd Street NW, Washington, DC 20037.

Categories of individuals covered by the system: Individuals employed by or seeking employment with international organizations; members of Congress who have written to the Department of State in connection with international organization employment matters; applicants for employment with international organizations processed under Executive Order 10422; members of the U.S. National Commission for UNESCO, past, present, and prospective.

Categories of records in the system: Biographic information; resumes and/or employment application forms; letters of recommendation and reference checks; letters of referral; related communications and notes, including copies of letters from members of Congress; letters from individuals; requests for EO-10422 processing and results.

Authority for maintenance of the system: Executive Order 10422 (Loyalty Clearance Program), entitled 'Prescribing Procedures for Making Available to the Secretary General of the United Nations Certain Information Concerning United States Citizens Employed or Being Considered for Employment on the Secretariat of the United Nations,' 5 U.S.C. 3343 and 3581-3582; Executive Order 11552 entitled 'Providing for Details and Transfers of Federal Employees to International Organizations.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records of individuals employed by or seeking employment with international organizations are used to determine qualifications of candidates for specific jobs with international organizations, to correspond with Missions and Embassies concerning candidates, to correspond with the individual candidates, or to respond to a Congressional inquiry. Records on applicants for employment with international organizations processed under Executive Order 10422 are used to process the Loyalty Clearance request and to maintain a record of the clearance status. Information from this system is used to notify international organizations of the status and results of EO-10422 processing. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. Copies of resumes or applications are referred to international organizations, private foundations, and Federal agencies involved in the recruitment of candidates. In addition, information contained in these records is released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ice

Storage: Magnetic computer media; Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from zero to 10 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Executive Director, Bureau of International Organization Affairs, Room 6327, Department of State, 2201 C Street NW, Washington DC 20520.

Notification procedure: Individuals who have cause to believe that the Bureau of International Organization Affairs might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Bureau of International Organization Affairs to be checked. At a minimum, the individual must include: name, date and place of birth; current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; public media sources; previous employers; professional associations and educational institutions; international and nongovernmental organizations; other federal agencies.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c) (3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published in this same date in the FEDERAL REGISTER.

STATE-18

System name: Labor Attaches Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Labor attaches; applicants to be labor attaches; former labor attaches.

Categories of records in the system: Personnel audit reports; applications; resumes; correspondence related to appointment, training, assignment, or transfer of labor attaches.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal user of this information outside the Department of State is the Department of Labor. This information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized personnel.

Retention and disposal: Retention of these records varies from 2 to 5 years, depending upon the specific kind of record involved. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Special Assistant to the Secretary and Coordinator International Labor Affairs, Room 4232, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Office of International Labor Affairs might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of International Labor to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; approximate dates during which he or she was a labor attaché or applied to be a labor attaché.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; officers within the Department of State; Department of Labor.

STATE-19

System name: Law of the Sea Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Members of Congress; members of the Advisory Committee on the Law of the Sea.

Categories of records in the system: Correspondence to and from members of Congress relating to the Law of the Sea and their participation in the Executive Branch's Law of the Sea program; information pertaining to security clearances for members of the Advisory Committee on the Law of the Sea; articles written by members of the Advisory Committee; correspondence received from members of the Advisory Committee; administrative papers regarding travel expenses and funding for members of the Advisory Committee.

Authority for maintenance of the system: The records have been maintained by the Office of the Law of the Sea Negotiations since its establishment in 1973, under the authority granted to the Deputy Secretary of State by the National Security Council as Chairman of the National Security Council Interagency Task Force on the Law of the Sea.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are maintained for the efficient handling of matters dealing with the Law of the Sea. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. Information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also See 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: tice

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Deputy Special Representative of the President to the Law of the Sea Conference and Chairman of the International Task Force on the Law of the Sea, Room 4321, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Office of Law of the Sea might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of the Law of the Sea to be checked. At a minimum, the individual must include: name; place and date of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Office of the Law of the Sea might have records pertaining to him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; offices within the Department of State.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-20

System name: Legal Adviser Personnel Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Past, present and prospective employees of the Office of the Legal Adviser.

Categories of records in the system: Employment histories; interview forms; copies of personnel actions and payroll actions; letters of recommendation and commendation; training forms; travel messages; miscellaneous administrative correspondence.

Authority for maintenance of the system: 5 U.S.C 301; 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is used for recruitment and hiring, approving periodic step increases, initiating and approving training requests, preparing performance ratings, requesting employment processing, and other activities of an administrative nature. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. Information is occasionally used to verify employment to financial institutions when employees apply for loans in connection with purchasing a home. Information is released to the National Conference of Bar Examiners concerning admission to the bar of current and former employees. Information is also released to various legal directories such as Martindale-Hubbell. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: tice

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building, 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Executive Officer, Office of the Legal Adviser, Room 6421, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of the Legal Adviser might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of the Legal Adviser to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the dates in which he was an employee of the Office of the Legal Adviser or the approximate date on which he applied for employment with the Office of the Legal Adviser.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; the Office of Personnel; educational institutions; Office of the Legal Adviser; other offices within the Department.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-21.

System name: Legal Case Management Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520; Department of Justice, Washington, DC 20530, and its ancillary U.S. Attorneys' offices.

Categories of individuals covered by the system: Individuals who have filed administrative grievances and Equal Employment Opportunity complaints; individuals involved in disciplinary proceedings; individuals involved in alleged criminal activity or activity in violation of regulations; individuals who have sued the Department of State or any officials, or who have raised administrative and management questions which require legal analysis.

Categories of records in the system: Employment histories; summaries of circumstances surrounding grievances, Equal Employment Opportunity complaints, litigation, or disciplinary proceedings; internal memoranda; copies of indictments and charges; criminal records and reports of investigations; Supporting documentation for a case against an individual; related correspondence.

Authority for maintenance of the system: 5 U.S.C. 301; 22 U.S.C. 811a, 842, 846.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in the Legal Adviser's Name Case Management Records is used to provide legal advice and opinion to the offices of the Department of State. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties.

The principal users of this information outside the Department of State are: Department of Justice; General Accounting Office.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 secure file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies depending upon the the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Executive Officer, Office of the Legal Adviser, Room 6421, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of the Legal Adviser might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of the Legal Adviser to be checked. At a minimum, the individual must include: name; date and place of birth; present mailing address and zip code; signature; brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Office of the Legal Adviser might have records pertaining to him or her.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; Offices of the Department of State which are clients of the Office of the Legal Adviser; other government agencies, particularly the Department of Justice; previous employers; neighbors; security investigation reports; other employees or individuals having knowledge of the issue about which a legal opinion is requested.

STATE-22.

System name: Media Correspondents Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Media correspondents accredited to the Department of State.

Categories of records in the system: Correspondence; applications for accreditation; memorandums.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records serve as reference records and lists of correspondents accredited to the Department of State. The information is used to reconfirm renewed applications, to verify previous employment, and to facilitate the granting of temporary clearance for a former correspondent. The information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: the Executive Office of the President; Congress; Media Organizations. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: tice

Storage: Magnetic computer media; Hard copy; Microfilm.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are maintained indefinitely because of a need to refer to former requests and applications in order to reconfirm a renewed application, verify previous employment, and/or facilitate a former correspondent's request for temporary clearance.

System manager(s) and address: Director, Office of Press Relations, Room 2109, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Office of Press Relations might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of Press Relations to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; media organization with which he or she was accredited and the approximate dates of this association with the Department of State.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; employers; members of Congress; members of other government agencies corresponding with the Department; private citizens.

STATE-23.

System name: Media Personnel Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520

Categories of individuals covered by the system: Radio and television station managers and news directors; newspaper and magazine publishers; editors and editorial writers.

Categories of records in the system: Name, title, address, and telephone number of individual.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this system is used for compiling invitation lists to national media conferences and seminars sponsored by the Department of State and invitation lists for regional media representatives to meet with the Secretary of State and/or to attend regional press conferences given by the Secretary.

The information is also used to contact radio and television station news directors to determine if they wish to participate in direct-line (telephone) interviews with Department of State personnel.

Information in the system is also used as a mailing list for television and radio stations who have asked to receive the Department's audio-visual materials.

Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties.

Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Chief, Media Liaison Division, Bureau of Public Affairs, Room 4827-A, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Bureau of Public Affairs might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Bureau of Public Affairs to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; approximate dates during which the individual was employed as a radio or television station manager or news director, newspaper or magazine publisher, or editor or editorial writer.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; 'Broadcasting Yearbook'; 'Editor and Publisher International Yearbook'; Radio Television News Directors Association; National Association of Educational Broadcasters; National Association of Broadcasters; American Society of Newspaper Editors; National Conference of Editorial Writers.

STATE-24.

System name: Medical Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Employees and dependents of the Department of State, the Agency for International Development, the U.S. Information Agency, ACTION, and other agencies under the Medical Program.

Categories of records in the system: Reports of physical examinations and related documents; reports of treatments and other health services rendered to individuals; Narrative summaries of hospital treatments; personal medical histories; reports of on-the-job injuries or illnesses.

Authority for maintenance of the system: 22 U.S.C. 911, 912; 22 U.S.C. 1156-1159; 42 U.S.C. 4561; 21 U.S.C. 1180; 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in these records is used to effectively administer the employee medical program.

These records are used by the medical and administrative personnel of the Office of Medical Services on a need-to-know basis in normal day-to-day operations. The Medical Files are not available to other offices in the Department of State, the Agency for International Development, the U.S. Information Agency, ACTION, or other participating agencies. Records are released only with the written permission of the individual to private physicians, hospitals, legal representatives, congressional representatives, and others under the premise of the 'Prudent Physician Rule.' Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; microfiche.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State.

ment of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Executive Officer, Medical Services, Room 2909, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Office of Medical Services might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of Medical Services to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the agency served by the medical program with which the individual was or is an employee or a dependent, and the approximate dates of such employment or dependency.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; hospitals; clinics; private physicians. ----- t

STATE-25

System name: Overseas Records (and U.S. Missions to International Organizations)

System location: The Symbols E, CG, C, CA, and M correspond to Embassy, Consulate General Consulate, Consular Agency, and Mission, respectively.

Abidjan, Ivory Coast (E)
 Abu Dhabi, United Arab Emirates (E)
 Accra, Ghana (E)
 Adana, Turkey (C)
 Addis Ababa, Ethiopia (E)
 Adelaide, South Australia, Australia (CA)
 Alexandria, Egypt (CG)
 Algiers, Algeria (E)
 Amman, Jordan (E)
 Amsterdam, Netherlands (CG)
 Ankara, Turkey (E)
 Antwerp, Belgium (CG)
 Asmara, Ethiopia (CG)
 Asuncion, Paraguay (E)
 Athens, Greece (E)
 Auckland, New Zealand (CG)
 Baghdad (US Interests Section), Iraq
 Bamako, Mali (E)
 Bangkok, Thailand (E)
 Bangui, Central African Republic (E)
 Barcelona, Spain (CG)
 Banjul, The Gambia (E)
 Beirut, Lebanon (E)
 Belem, Para, Brazil (C)
 Belfast, Northern Ireland (CG)
 Belgrade, Yugoslavia (E)
 Belize City, Belize (CG)
 Berlin, Germany (East) (E)
 Berlin, Germany (West) (M)
 Bern, Switzerland (E)
 Bilbao, Spain (C)
 Blantyre, Malawi (E)
 Bogota, Colombia (E)
 Bombay, India (CG)
 Bonn, Germany (E)
 Bordeaux, France (CG)
 Brasilia, Brazil (E)
 Bremen, Germany (CG)
 Bridgetown, Barbados (E)
 Brisbane, Queensland, Australia (C)
 Brussels, Belgium (E)
 Brussels, Belgium (USEC)
 Brussels, Belgium (USNATO)
 Bucharest, Romania (E)
 Budapest, Hungary (E)
 Buenos Aires, Argentina (E)
 Bujumbura, Burundi (E)
 Bukavu, Zaire (C) Cairo, Egypt (E)

Calcutta, India (CG)
 Calgary, Alberta, Canada (CG)
 Cali, Colombia (C)
 Canberra, Australia (E)
 Cape Town, Cape Province, South Africa (CG)
 Caracas, Venezuela (E)
 Casablanca, Morocco (CG)
 Cebu, Philippines (C)
 Chiang Mai, Thailand (C)
 Ciudad Juarez, Chihuahua, Mexico (C)
 Colombo, Sri Lanka (E)
 Conakry, Guinea (E)
 Copenhagen, Denmark (E)
 Cotonou, Dahomey (E)
 Curacao, Netherlands Antilles (CG)
 Dacca, Bangladesh (E)
 Dakar, Senegal (E)
 Damascus, Syria (E)
 Dar es Salaam, Tanzania (E)
 Dhahran, Saudi Arabia (CG)
 Doha, Qatar (E)
 Douala, Cameroon (C)
 Dublin, Ireland (E)
 Durban, Natal, South Africa (CG)
 Dusseldorf, Germany (CG)
 Edinburgh, Scotland (CG)
 Florence, Italy (C)
 Frankfurt am Main, Germany (CG)
 Freetown, Sierra Leone (E)
 Fukuoka, Japan (C)
 Funchal, Madeira, Portugal (CA)
 Gaborone, Botswana (E)
 Geneva, Switzerland (U.S. Mission to European Office of UN and other Int. Orgs.)
 Genoa, Italy
 Georgetown, Guyana (E)
 Guadalajara, Jalisco, Mexico (CG)
 Guatemala, Guatemala (E)
 Guayaquil, Ecuador (CG)
 Hague, The, Netherlands (E)
 Haifa, Israel (CA)
 Halifax, Nova Scotia, Canada (CG)
 Hamburg, Germany (CG)
 Hamilton, Bermuda (CG)
 Helsinki, Finland (E)
 Hermosillo, Mexico (CG)
 Hong Kong (CG)
 Ibadan, Nigeria (C)
 Islamabad, Pakistan (E)
 Istanbul, Turkey (CG)
 Izmir, Turkey (CG)
 Jakarta, Indonesia (E)
 Jerusalem (CG)
 Jidda, Saudi Arabia (E)
 Johannesburg, Transvaal, South Africa (CG)
 Kabul, Afghanistan (E)
 Kaduna, Nigeria (C)
 Karachi, Pakistan (CG)
 Kathmandu, Nepal (E)
 Khartoum, Sudan (E)
 Khorramshahr, Iran (C)
 Kigali, Rwanda (E)
 Kingston, Jamaica (E)
 Kinshasa, Zaire (E)
 Krakow, Poland (C)
 Kuala Lumpur, Malaysia (E)
 Kuwait, Kuwait (E)
 Lagos, Nigeria (E)
 Lahore, Pakistan (CG)
 La Paz, Bolivia (E)
 Las Palmas, Canary Islands, Spain (CA)
 Leningrad, Union of Soviet Socialist Republics (CG)
 Libreville, Gabon (E)
 Lima, Peru (E)
 Lisbon, Portugal (E)
 Liverpool, England (CG)
 Lome, Togo (E)
 London, England (E)
 Lourenco Marques, Mozambique (CG)
 Luanda, Angola (CG)

Lubumbashi, Zaire (C)
 Lusaka, Zambia (E)
 Luxembourg, Luxembourg (E)
 Lyon, France (CG)
 Madras, India (CG)
 Madrid, Spain (E)
 Malaga, Spain (CA)
 Managua, Nicaragua (E)
 Mandalay, Burma (C)
 Manila, Philippines (E)
 Maracaibo, Venezuela (C)
 Marseille, France (CG)
 Martinique, French West Indies (C)
 Maseru, Lesotho (E)
 Matamoros, Tamaulipas, Mexico (C)
 Mazatlan, Sinaloa, Mexico (C)
 Mbabane, Swaziland (E)
 Medan, Indonesia (C)
 Medellin, Colombia (C)
 Melbourne, Victoria, Australia (CG)
 Merida, Yucatan, Mexico (C)
 Mexico, D.F., Mexico (E)
 Milan, Italy (CG)
 Mogadiscio, Somalia (E)
 Monrovia, Liberia (E)
 Monterrey, Nuevo Leon, Mexico (CG)
 Montevideo, Uruguay (E)
 Montreal, Quebec, Canada (CG)
 Montreal, Quebec, Canada (ICAO)
 Moscow, Union of Soviet Socialist Republics (E)
 Munich, Germany (CG)
 Muscat, Oman (E)
 Naha, Japan (CG)
 Nairobi, Kenya (E)
 Naples, Italy (CG)
 Nassau, Bahamas (E)
 N'Djamena, Chad (E)
 New Delhi, India (E)
 Niamey, Niger (E)
 Nice, France (C)
 Nicosia, Cyprus (E)
 Nouakchott, Mauritania (E)
 Nuevo Laredo, Tamaulipas, Mexico (C)
 Oporto, Portugal (C)
 Oran, Algeria (C)
 Osaka-Kobe, Japan (CG)
 Oslo, Norway (E)
 Ottawa, Ontario, Canada (E)
 Ouagadougou, Upper Volta (E)
 Palermo, Italy (CG)
 Palma de Mallorca, Spain (CA)
 Panama, Panama (E)
 Paramaribo, Surinam (CG)
 Paris, France (E)
 Paris, France (UNESCO)
 Paris, France (USOEC)
 Peking Office, People's Republic of China (USLO)
 Permanent Mission of the United States of America to the Organization of American States (OAS), Washington, DC
 Perth, Western Australia, Australia (C)
 Peshawar, Pakistan (C)
 Phnom Penh, Khmer Republic (E)
 Piura, Peru (CA)
 Ponta Delgada, Sao Miguel, Azores (C)
 Port-au-Prince, Haiti (E)
 Port Louis, Mauritius (E)
 Port Moresby, Papua New Guinea (CG)
 Porto Alegre, Rio Grande do Sul, Brazil (C)
 Port-of-Spain, Trinidad and Tobago (E)
 Poznan, Poland (C)
 Prague, Czechoslovakia (E)
 Pretoria, Transvaal, South Africa (E)
 Quebec, Quebec, Canada (CG)
 Quito, Ecuador (E)
 Rabat, Morocco (E)
 Rangoon, Burma (E)
 Recife, Pernambuco, Brazil (C)
 Reykjavik, Iceland (E)
 Rio de Janeiro, Brazil (CG)
 Rome, Italy (E)
 Rome, Italy (FAO)
 Rotterdam, Netherlands (CG)
 St. John's, Newfoundland, Canada (CG)
 Salvador, Brazil (C)
 Salzburg, Austria (C)
 San Jose, Costa Rica (E)
 San Salvador, El Salvador (E)
 San'a, Yemen Arab Republic (E)
 Santiago, Chile (E)
 Santo Domingo, Dominican Republic (E)
 Sao Paulo, Sao Paulo, Brazil (CG)
 Sapporo, Japan (C)
 Seoul, Korea (E)
 Seville, Spain (CG)
 Singapore, Singapore (E)
 Sofia, Bulgaria (E)
 Songkhla, Thailand (C)
 Stockholm, Sweden (E)
 Strasbourg, France (CG)
 Stuttgart, Germany (CG)
 Surabaya, Indonesia (C)
 Suva, Fiji (E)
 Sydney, New South Wales, Australia (CG)
 Tabriz, Iran (C)
 Taipei, Taiwan (E)
 Tananarive, Madagascar (E)
 Tangier, Morocco (CG)
 Tegucigalpa, Honduras (E)
 Tehran, Iran (E)
 Tel Aviv, Israel (E)
 Thessaloniki, Greece (CG)
 Tijuana, Baja California, Mexico (CG)
 Tokyo, Japan (E)
 Toronto, Ontario, Canada (CG)
 Trieste, Italy (C)
 Tripoli, Libya (E)
 Tunis, Tunisia (E)
 Turin, Italy (C)
 Udorn, Thailand (C)
 U.S. Mission to the European Communities (USEC), Brussels
 U. S. Mission to the European Office of United Nations and Other International Organizations, Geneva
 U.S. Mission to the International Atomic Energy Agency (IAEA), Vienna
 U.S. Mission to the International Civil Aviation Organization (ICAO), Montreal
 U.S. Mission to the North Atlantic Treaty Organization (USNATO), Brussels
 U.S. Mission to the Organization for Economic Cooperation and Development (USOEC), Paris
 U.S. Mission to the United Nations (USUN), New York, N.Y.
 U.S. Mission to the UN Industrial Development Organization (UNIDO), Vienna
 U.S. Representative to Food and Agriculture Organization (FAO), Office of Rome
 Valencia, Spain (CA)
 Valletta, Malta (E)
 Vancouver, British Columbia, Canada (CG)
 Vienna, Austria (E)
 Vienna, Austria (IAEA)
 Vienna, Austria (UNIDO)
 Vientiane, Laos (E)
 Warsaw, Poland (E)
 Wellington, New Zealand (E)
 Winnipeg, Manitoba, Canada (CG)
 Yaounde, Cameroon (E)
 Zagreb, Yugoslavia (CG)
 Zanzibar, Tanzania (C)
 Zurich, Switzerland (CG)

Categories of individuals covered by the system: U.S. Government employees assigned to the post; Individuals seeking or obtaining consular or passport services; Individuals living or visiting abroad who have registered their place of residence at the embassy or consulate; Businessmen who have had official contacts with embassy economic and commercial sections; Seamen; Persons who are overseas on U.S. cultural or educational grants; Individuals working overseas under U.S. government contracts; Officials of federal, state, or local governments, members of their staff or delegation, travelling overseas on official business; Individuals involved in the

discussion, establishment, execution, or definition of United States foreign policy; Military personnel; Refugees; Members of legislative or judicial branches of government; individuals employed by or seeking employment with international organizations.

Categories of records in the system: The categories of records maintained in the overseas records system are primarily information or working copies of records already on file at the Department of State and are described in the other system notices published in this issue of the FEDERAL REGISTER.

Among those categories of records maintained at the Department's overseas establishments which may not be on file in the Department of State are:

1. Address registration lists of U.S. citizens visiting or residing overseas;
2. Visa applications;
3. Administrative records;
 - a. travel records;
 - b. shipment, importation, licensing, registration and sale of property records;
 - c. customs duties records;
 - d. Change of address records;
 - e. blood donor lists;
 - f. Bad check records;
 - g. Accommodations Exchange records;
 - h. Personnel Locator records;
 - i. Individual Work Order Requests;
 - j. Time and attendance cards;
 - k. W-2 forms;
4. Employment applications and related data;
5. Post Diplomatic Personnel Lists;
6. Post Administrators and Technical Personnel List;
7. 'Visual Identification' Records;
8. Marriage Records;
9. Allowance Records;
10. Procurement/Contract Records;
11. General Properties Inventory Records;
12. Congressional Delegation and Important Visitor Records;
13. Registration Lists of U.S. Businessmen;
14. Trade Promotion Records;
15. Trade Complaint Records;
16. Lists of American Attorneys Abroad;
17. Registration Cards for refugees and migration programs;
18. Host government requests for jurisdiction in legal matters involving U.S. military personnel;
19. Records involving other legal matters (deportation, letters, rogatory, subpoenas);
20. Educational and Cultural Grantee Records;
21. Trust fund records;
22. Commissary records;
23. Selective Service Registration Records;
24. Clemency Records;
25. Protection of Property Files (complaints regarding damage to and seizure of property);
26. Assistance to Americans records;
27. Restitution Claims records;
28. Headstone Records;
29. Mutual Security Records.

Authority for maintenance of the system: The authorities for maintaining the overseas records systems are described below referring by number to the Category of Record listed:

1. 22 USC 811a
2. 8 USC 1101-1503
3. 22 USC 811a
4. 22 USC 811a
5. 22 USC 811a
6. 22 USC 811a
7. 22 USC 811a
8. 22 USC 811a
9. 22 USC 1131-1159
10. 22 USC 811a
11. 22 USC 811a
12. 22 USC 811a
13. 22 USC 811a
14. 22 USC 811a
15. 22 USC 811a
16. 22 USC 811a
17. 22 USC 2601-2605
18. Status of Forces Agreements
19. 22 USC 811a; 28 USC 1781-1784
20. 22 USC 501, 1431, 2054-57, 2451-58,

21. 22 USC 811a
22. 22 USC 1139
23. 50 App. USC 453
24. Presidential Proclamation 4313, September 16, 1974
25. 22 USC 811a
26. 22 USC 811a
27. 22 USC 1621-1643
28. 22 USC 811a
29. 22 USC 811a

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These correspond to the 'Routine Uses' appearing in the other system notices appearing in this issue of the Federal Register. Also See 'Routine Uses' paragraphs in the prefatory statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; microform; magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State and of overseas posts have undergone a background security investigation. All records containing personal information are maintained in secured files cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: The ambassador, principal officer, deputy principal officer, or consular officer at each overseas post.

Notification procedure: Individuals who have cause to believe that an Overseas Record System might have information pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify which embassy, consulate, or mission, he wishes to be checked. Or, the individual may contact the overseas post(s) directly. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the specific post which the individual believes might have a record of him; the approximate dates when the record might have been created; a brief description of the circumstances which would have led to the creation of a record.

Examples of the kinds of information which would assist the Department of State in determining whether or not an overseas record system contains a record on an individual are: the individual's approximate dates of travel or residency in a foreign country or the approximate dates and nature of an individual's contact with a U.S. diplomatic or consular post.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the specific overseas post or to the Director, Foreign Affairs Document and Reference Center, (address above). Access to routine unclassified administrative records may be granted at the overseas establishment. Requests involving other records will be referred to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above)

Record source categories: These correspond to the 'Sources' described in the other system notices appearing in this issue of the FEDERAL REGISTER.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e) (1), (e)(4)(G), (H), and (I) and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-26

System name: Passport Records

System location: The Passport Office, Department of State Annex 017, 1425 K Street NW, Washington, DC 20524.

Categories of individuals covered by the system:

Individuals who have applied for the issuance, amendment, extension or renewal of U.S. passports; individuals who have

- been issued U.S. passports or had passports amended, extended, renewed, limited, revoked or denied.
- Individuals who have applied to have births overseas reported as births overseas of U.S. citizens; individuals for whom Consular Reports of Birth Abroad of U.S. citizens or Certifications of Birth have been issued.
- Individuals who have applied at American Diplomatic or Consular posts for registration as U.S. citizens; individuals who have been so registered; and individuals who have been issued Certificates or Cards of Registration and Identity as U.S. citizens.
- Individuals for whom the Department of State has issued Certificates of Loss of Nationality of the United States.
- Individuals who have applied at American Diplomatic or Consular Posts for issuance of Certificates of Witness to Marriage; and, individuals who have been issued Certificates of Witness to Marriage.
- Individuals who are not or may not be entitled under passport laws and regulations to issuance or possession of U.S. passports or other documentation or service.

Categories of records in the system: Application files including applications for passports, or applications for amendment, extension or renewal of passports; and applications for registration at American Diplomatic and Consular Posts as U.S. citizens or for issuance of Certificates or Cards of Identity and Registration as U.S. citizens;

- Vital records files including Consular Reports of Birth Abroad of United States citizens, Certificates of Witness to Marriage, Certificates of Loss of United States Nationality, Certificates of Expatriation, and Oaths of Repatriation;
- Master Index File which consists of the names of persons who have applied for, been issued passports or related facilities; and, to the extent not included in the Application Vital Records or other category of record maintained by this agency, the names of persons who have been issued Consular Reports of Birth, Certificates of Birth, Consular Certificates of Repatriation, Certificates of Witness to Marriage, Certificates of loss of United States Nationality, or been registered or issued Certificates or Cards of Identity and Registration as U.S. citizens; Lookout Files which identify those persons whose cases require other than routine examination or action;
- Miscellaneous Materials - maintained separately, if not in the application, vital records or master index files, including but not limited to: investigatory reports compiled in connection with granting or denying passport and related facilities or prosecution of violations of passport criminal statutes; transcripts and opinions on administrative hearings and appeals; legal briefs; memoranda, judicial orders and opinions arising from administrative determinations with regard to passports and citizenship; birth and baptismal certificates; court orders; arrest warrants; medical, personal and financial records; affidavits; inter-agency and intra-agency memoranda, telegrams, cables, letters, and other miscellaneous correspondence.

Authority for maintenance of the system: 8 U.S.C. 1101-1503; 18 U.S.C. 371, 911, 1001, 1541-1543, 1545 and 1546; 22 U.S.C. 211a, 212-214, 214a, 216, 217a, 1172, 2658, and 2662; Executive Order 11295 of August 5, 1966; Presidential Proclamation 3004, January 17, 1953.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary purpose for maintaining Passport Files is to establish citizenship, identity and entitlement to issuance of United States passports and related facilities.

The information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties; the information is made available pursuant to a subpoena or court order directing the production of passport records; the information also may be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of the Prefatory Statement.

Routine Use -- National or Internal Security:

Pursuant to the provisions of 8 U.S.C. 1105, the information maintained by this agency in its system of records is made available as a 'routine use' on a need-to-know basis to personnel of executive departments or their subordinate

elements, or other agency of the Federal Government having statutory or other lawful authority to maintain such information in performing their statutory or other lawful functions. A record from this system of records may be disclosed as a 'routine use' to a federal agency in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting on an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; magnetic computer media; microfilm.

Retrievability: By individual name, date and place of birth.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individual under proper escort. All records containing personal information are maintained in secured file cabinets or in a restricted area, access to which is limited to authorized employees. Access to information maintained in the computerized 'Lookout Files' system of records is limited to authorized employees of the Passport Office and of the Department of State responsible for the maintenance of the system of records.

Retention and disposal: Retention of these records varies depending upon the specific record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director of the Passport Office, Room 600, Department of State Annex 17, 1425 K Street NW, Washington, DC 20524.

Notification procedure: Individuals who have reason to believe that the Passport Office might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, D.C. 20520. The individual must specify that he wishes the records of the Passport Office to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; references; miscellaneous communications; law enforcement agencies; investigative intelligence sources; investigative security sources; foreign governments.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-27.

System name: Personal Property Claims.

System location: Department of State Annex 02, 515 22nd Street NW, Washington, DC 20037.

Categories of individuals covered by the system: Employees of the Department of State, the Agency for International Development, and the United States Information Agency, who have filed claims for loss of personal property.

Categories of records in the system: Claims; determination of the claim.

Authority for maintenance of the system: 31 U.S.C. 240-242.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This information is used to settle claims for loss of personal property.

Information is made available to personnel of the Department of State as may be required in the performance of their official duties.

The principal users of this information outside the Department of State are: Agency for International Development; United States Information Agency.

Information is released to these agencies when the individual who makes the claim is employed by such agency.

This information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

Also see "Routine Uses" paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Generally these records are retained for 2 years. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Chief, Evacuation and Relocation Staff, Room 1890, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Office of Personal Property Claims might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of Personal Property Claims to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the approximate date of the claim.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: individual; personnel of the Department of State; insurance companies.

STATE-28.

System name: Personality Cross-Reference Index to the Secretariat Automated Data Index

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Government officials; members of Congress; business, academic, and public persons.

Categories of records in the system: political-military information; intelligence; medical information; legal information; personnel matters connected with the Secretary's legal responsibilities.

Authority for maintenance of the system: 22 U.S.C. 811a; 44 U.S.C. 3101-3107; Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used as working or reference files by principal officers of the Department of State in making decisions. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: White House; National Security Council. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see "Routine Uses" paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic computer media; hard copy; microform.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals pos-

sessing a valid identification or individuals under proper escort. All records containing personal information are maintained in secure files or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from 1 to 20 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Information Management Section, Room 7241, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Personality Cross-Reference Index to the Secretariat Automated Data Index might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Personality Cross-Reference Index to the Secretariat Automated Data Index to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Personality Cross-Reference Index to the Secretariat Automated Data Index might have records pertaining to him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: Individual; Government agencies; private citizens; private industry; International agencies; foreign leaders.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-29.

System name: Personality Index to the Central Foreign Policy Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Individuals who are involved in the establishment, discussion, or definition of foreign policy; individuals who utilize the services of the Department of State.

Categories of records in the system: Official record copies of incoming and outgoing communications; correspondence with the White House, members of Congress, and other federal agencies; Significant correspondence with international, national, local, and private organizations and individuals; management studies and surveys; memorandums of conversation; instructions to U.S. representatives to international conferences and organizations.

Authority for maintenance of the system: 22 U.S.C. 811a; 22 U.S.C. 2658; 44 U.S.C. 3301-3314; 44 U.S.C. 3101-3107.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in this system of records is maintained to ensure the effective administration of the Department of State's foreign policy requirements. It is to serve as a centralized index to those individuals involved in all phases of foreign policy establishment, discussion, and definition. This information also serves as an accurate record of individuals utilizing the Department's services, including those overseas.

The purpose of maintaining this information is to: implement the foreign policy of the United States; formulate foreign policy recommendations; evaluate foreign policy performance; conduct diplomatic and consular activities; administer the Department of State Foreign Service, etc.

Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Agency for Interna-

tional Development; United States Information Agency; Arms Control and Disarmament Agency; Central Intelligence Agency; Department of Defense; National Security Council; Congress; Department of Treasury; Department of Commerce; Department of Justice; White House. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Microform; hard copy; magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retired or destroyed in accordance with published schedules of the Department of State. For historical purposes, many of the records of the Central Foreign Policy Files are transferred to the National Archives, where they are preserved indefinitely. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who wish to find out if the Personality Index to the Central Foreign Policy Records has information pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; Department of State employees; employees of foreign affairs agencies; members of Congress; officials of foreign governments; U.S. and foreign publications.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-30

System name: Personnel Payroll Records

System location: Department of State Annex 015, 1800 N. Kent Street, Arlington, Virginia 22209.

Categories of individuals covered by the system: Employees of the Department of State.

Categories of records in the system: Personnel actions; allotment requests; Tax forms; death claims; bond requests; leave records; time and attendance cards; payroll name listings; income tax withholding statements; pay cards; health insurance forms; fiscal documentation; travel authorizations; Travel vouchers; Foreign Service annuitants; related correspondence.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in this system is used to prepare an accurate and complete biweekly payroll and related reports which include: entering change data into computerized personnel/payroll system; producing variety of machine reports for use by allotment accountants; issuing biweekly pay checks; computing and issuing lump-sum pay checks for personnel separating; issuing terminal leave payments; confirming time and attendance and leave date to assist in documenting claims for restored annual leave; providing leave data for the personnel office

to facilitate computing retirement cases. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Federal, State, and city governments are issued tax reports; Internal Revenue Service is sent tax withholding data and W-2 forms; Civil Service Commission receives the total record of deductions; Other government agencies for which the Washington Finance Center provides payroll services are sent payroll data: Department of Agriculture; Department of Commerce; Library of Congress; Department of Defense; Department of Treasury; Federal Aviation Administration; ACTION; United States Information Agency; Department of Health, Education, and Welfare; United States Battle Monuments. Information relating to GAO Direct Settlement Travel/Transportation cases is available to GAO. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; microfiche; magnetic computer media.

Retrievability: By individual name; by social security number.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from 3 to 55 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Financial Services Division, Room 6604D, Department of State Annex 015, 1800 N. Kent Street, Arlington, Virginia 22209.

Notification procedure: Individuals who have reason to believe that the Office of Financial Services might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of Financial Services to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; approximate dates of employment with the Department of State. Because the Personnel Payroll Records are systematically arranged according to Social Security Number, it is requested that the individual include his social security number to facilitate a thorough search of the system.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c) (3), (d), (e)(1), (e)(4) (G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-31

System name: Personnel Records.

System location: Department of State, 2201 C St. NW, Washington, DC 20520; Department of State Annex 06, 1700 N. Lynn St., Arlington, Va. 22209; Department of State Annex 012, 1975 Florida Ave., NW, Washington, DC.; Department of State Annex 015, 1800 Kent St., Arlington, Va. 22209; U.S. Mission to United Nations, 799 UN Plaza, New York, N.Y. 10017; Washington National Records Center, Suitland, MD.; National Personnel Records Center, 111 Winnebago St. St. Louis, Mo. 63118; Various offices within the Department maintain records on personnel employed by them. This information generally consists of working copies of per-

sonnel actions and assignments, the record copy of which is in the Personnel office.

Categories of individuals covered by the system: Department of State employees (current and former; domestic and Foreign Service); applicants for employment with Department of State; prospective alien spouses of Department of State employees; employees of other Federal Agencies on detail to Department of State; employees of U.S. Mission to United Nations, UN specialized agencies, and other international organizations (including Department of State employees detailed or seconded to such organizations.)

Categories of records in the system: Official personnel files (including Civil Service, Foreign Service and USUN employees); performance records (Foreign Service ratings, development appraisal reports, score cards, and related correspondence); career development and counseling records (including training and assignment records); technician file (travel, tour of duty, home leave eligibility, etc.); informal grievances files (Civil Service and Foreign Service); suitability files (Civil Service and Foreign Service); recruitment and employment files (including unsuccessful applicants, BEX and Junior Officer Trainee candidates, outside hires, reappointments, processing records and card files); promotion, upward mobility, and conversion files (Civil Service merit promotion, Threshold, Mustang, lateral entry, and FAS programs); retirement, annuitant, and external placement files (Civil Service and Foreign Service); title and rank, Presidential commission records; marriage to foreign nationals (applications/notices of intent of Foreign Service employees); service record cards (Civil Service and Foreign Service); employee awards, blood donor records; computer printouts from automated personnel system (alphabetical list, staffing patterns, Personnel Audit Reports and abstracts, panel books, etc.);

Authority for maintenance of the system: 5 U.S.C. 301-302; 22 U.S.C. 811a, 986-996; E.O. 11264, January 1, 1966; E.O. 11434, August 29, 1968; E.O. 10651, September 13, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available on a need-to-know basis to personnel within the Department of State as may be required in the performance of their official duties, such as review in connection with appointments, transfers, details, promotions, training, reassignments, disciplinary or adverse actions, grievances, operations of the automated personnel/payroll and Foreign Service Annuitant systems, and the preparation of the statistical reports, analyses, and other by-products of these systems. The principal users of this information outside the Department of State are: The Civil Service Commission in connection with periodic reviews or audits of Civil Service employee files and programs, examination of Civil Service employee complaints regarding the validity of specific documents in an individual's personnel record, providing data for the automated Central Personnel Data File (CPDF) or to update the Federal Automated Career System (FACS) or Executive Inventory File, or other purposes under E.O. 10561. Personnel offices in other Federal agencies as the result of the actual or potential transfer or detail of Department of State employees to such agencies; administrative or personnel offices in international organizations as the result of secondment or consideration of secondment of Department of State employees to such organizations. Academic institutions to which Department of State employees may be assigned for long-term training (profiles only.) Attorneys, EEO investigators/counselors or union representatives designated by employees to represent them in grievance, appeal, or litigation cases. Accredited investigative agents of other Federal agencies. National Personnel Records Center and Washington National Records Center Staffs upon retirement of inactive personnel records to these centers. Other government agencies (including State and local), and private organizations, institutions or individuals to verify employment and to request record or credit checks. Representatives of medical organizations to review qualifications of technicians in connection with accrediting the Department's medical laboratory. Current and former Department of State employees to review their own personnel records. The President of the United States, the Executive Office of the President and legislative and appropriations committees of the U.S. Congress charged with consideration of legislation and appropriations for the Foreign Service, or representatives duly authorized by such committees. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; microform; magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building, its annexes, and the U.S. Mission to the United Nations, 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 lockable metal file cabinets or secured rooms, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from 1 to 75 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with General Records Schedules issued by the National Archives and Records Service and approved records control schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director of Personnel, Room 7331, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who wish to find out if the Department of State has personnel records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. At a minimum, an individual should include: name; date and place of birth; approximate dates of employment with the Department; current mailing address and zip code; signature. It may be necessary to request additional information to make certain that the record pertains to the individual. In the case of former Department of State employees whose official personnel folders have been retired to the National Personnel Records Center in St. Louis, the individual's social security number is the key identifier for retrieving the folders.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center (address above).

Contesting record procedures: (See above.)

Record source categories: The individual employee or former employee; previous employers; employee supervisors; Foreign Service inspectors; employee counselors, placement officers, personnel technicians; Administrative/executive officers; personnel and payroll offices. Operating Systems Division (PER/MGT/OS), and Information Systems Office (O/ISO); Employment Division, Board of Examiners for the Foreign Service, Office of Security, Medical Division, Legal Adviser's Office, Foreign Service Institute; colleges and universities, Armed Forces academic institutions, Educational Testing Service; U.S. Employment Service and other authorized agencies administering pre-employment clerical tests; U.S. Civil Service Commission and other Federal agencies; Prospective alien spouses of Foreign Service employees; Hearing examiners, grievance staff, grievance and appeals boards, affidavits, testimony of witnesses, etc.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

State-32.

System name: Personnel Travel Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Employees of the Department of State.

Categories of records in the system: Personnel action and authorization of official travel; correspondence relating to shipment and storage of effects; related correspondence.

Authority for maintenance of the system: 22 U.S.C. 811a; 22 U.S.C. 1136-1159.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of maintaining this system of records is to keep accurate accounting of personnel travel. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal user of this infor-

mation outside the Department of State is the General Accounting Office. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ice

Storage: Hard copy; magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals possessing valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retained approximately 7 years depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Office of the Budget, Room 1332, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of the Budget might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of the Budget to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; approximate date of the individual's travel with the Department of State.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

Contesting record procedures: (See above.)

Record source categories: The individual; Personnel Office of the Department of State; Central Accounting Office of the Department of State; employment and recruiting officers of the Department of State.

State-33.

System name: Protocol Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Individuals receiving gifts/decorations from foreign governments; individuals invited to official state functions.

Categories of records in the system: Description of gifts/decorations received from foreign governments; donors; guest lists; type of function; address and occupation of the individual; sample invitations.

Authority for maintenance of the system: 22 U.S.C. 2621-2625.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in these records is used as an accounting of those U.S. government officials receiving gifts/decorations from foreign governments and to record for historical purposes the names of those individuals invited to and attending official state functions. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Executive Office of the President; Congress; Media organizations; general public. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; microfilm.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retained permanently. They are retired in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Assistant Chief of Protocol for Administration, Room 1238, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of Protocol might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of Protocol to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates which give the individual cause to believe that the Office of Protocol might have records pertaining to him or her.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; employers; Public references; Other officials in the Department of State; Other government agencies; Other public and professional institutions possessing relevant information.

State33.

System name: Protocol Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Individuals receiving gifts/decorations from foreign governments; individuals invited to official state functions.

Categories of records in the system: Description of gifts/decorations received from foreign governments; donors; guest lists; type of function; address and occupation of the individual; sample invitations.

Authority for maintenance of the system: 22 U.S.C. 2621-2625.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in these records is used as an accounting of those U.S. government officials receiving gifts/decorations from foreign governments and to record for historical purposes the names of those individuals invited to and attending official state functions. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Executive Office of the President; Congress; Media organizations; general public. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; microfilm.

Retrievability: by individual name

Safeguards: All employees of the Department of State have undergone a thorough background investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retained permanently. They are retired in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Assistant Chief of Protocol for Administration, Room 1238, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Office of Protocol might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of Protocol to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates which give the individual cause to believe that the Office of Protocol might have records pertaining to him or her.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; employers; Public references; Other officials in the Department of State; Other government agencies; Other public and professional institutions possessing relevant information.

STATE-34

System name: Public Affairs Applicants Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Individuals who have participated or applied for participation in Scholar/Executive-Diplomat Seminar Program; individuals who have participated or applied for participation in the Department's Work-Study Program.

Categories of records in the system: individual's name, address, and telephone number; biographic information; recommendations; evaluations of internship.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system of records is maintained to select individuals for participation in the Scholar/Executive-Diplomat Seminar Program and the Work-Study Program. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. A participant in the Work-Study Program may request that the Department forward a copy of his or her evaluation to a potential employer. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are retained for approximately 3 years. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Chief, Conferences & Seminars Division, Room 5829, Bureau of Public Affairs, Department of State, 2201 C Street NW, Washington, D.C. 20520.

Notification procedure: Individuals who have reason to believe that the Bureau of Public Affairs might have records pertaining to them should write to the Director, Foreign Affairs Document and

Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Bureau of Public Affairs to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; approximate dates on which the individual applied for participation or participated in the Scholar/Executive-Diplomat Seminar Program or the Work Study Program.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; faculty members; academic institutions;

STATE-35

System name: Public Affairs Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520; Department of State Annex 02, 515 22nd Street NW, Washington, DC 20037.

Categories of individuals covered by the system: Individuals receiving correspondence drafted by the Bureau of Public Affairs; Individuals requesting access to Department of State records or to information derived from these records; individuals requesting information under the Freedom of Information Act.

Categories of records in the system: Correspondence between the Department of State and the individual; correspondence between the Department of State and other federal agencies concerning requests for information; Correspondence between the Bureau of Public Affairs and other bureaus within the Department concerning requests for information; Correspondence between the Bureau of Public Affairs and other offices within the Department or other federal agencies regarding required security clearances of individual researchers or concerning the clearance of classified and restricted material which these researchers consulted.

Authority for maintenance of the system: 5 U.S.C. 552; 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information concerning individuals receiving letters drafted by the Bureau of Public Affairs is used for reference in further correspondence with the same individual on the same subjects. Information concerning individuals requesting access to Department of State records is used in dealing with requests for access to classified or restricted material and in making appropriate arrangements for such access. This information may also be used to coordinate decisions on access to records with other Federal agencies which have custody of Department of State records or which share with the Department responsibility for deciding on access to certain categories of records. Information concerning individuals requesting information under the Freedom of Information Act is used to provide information on such requests as required by Congress, to keep account of cases as they circulate through the Department, and to write reports to Congress and the Interagency Classification Review Committee. These records may also be requested by the public. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Congress; Interagency Classification Review Committee. This information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; Magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies depending upon the specific kind of record involved. They are retired or

destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Historical Office, Room 619 Bureau of Public Affairs, Department of State Annex 02, 515 22nd St. NW, Washington, D.C. 20037; Director, Freedom of Information Staff, Room 5835, Department of State, 2201 C Street NW, Washington D.C. 20520.

Notification procedure: Individuals who have reason to believe that the Bureau of Public Affairs might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington DC 20520. The individual must specify that he wishes the records of the Bureau of Public Affairs to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; approximate dates on which the individual requested information under the Freedom of Information Act, requested access to Department of State records or to information derived from these records, received correspondence from the Department of State.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; offices within the Department of State; other federal agencies; individuals writing letters of reference.

State-36

System name: Security Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Employees and former employees of the Department of State; applicants for Department employment who have been or are presently being investigated; contractors working for the Department; recipients of Cultural Grants; individuals requiring access to the official Department of State premises who have undergone or are undergoing security clearance; individuals involved in matters of passport and visa fraud, munitions control, unauthorized access to classified information, and alien prospective spouses of American personnel of the Department of State; individuals whose activities have a potential bearing on the security of Departmental or Foreign Service operations. In addition, security files contain information needed to provide protective services for the Secretary of State and visiting foreign dignitaries and heads of state, and to protect the Department's official premises. There are also information copies of investigations of individuals conducted abroad at the request of Federal agencies. Finally, security files contain documents and reports furnished to the Department by other agencies concerning individuals whose activities the other agencies believe may have a bearing on U.S. foreign policy interests.

Categories of records in the system: Investigatory material relating to any category of individual described above; applications for employment; intelligence reports; fingerprints; photographs; internal memorandums.

Authority for maintenance of the system: 5 U.S.C. 7311 and 7531-33; 8 U.S.C. 1104; 18 U.S.C. 111, 112, 201, 202, 1114, 1116, 1117, 1541, 1542, 1543, 1544, 1545, 1546; 22 U.S.C. 211a, 846, 911, 2454, and 2667; Executive Order 10450; Executive Order 11652; Executive Order 10865; 22 CFR Subchapter M.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Department of Treasury; Civil Service Commission; Agency for International Development; U.S. Information Agency; Arms Control and Disarmament Agency; U.S. Secret Service; Immigration and Naturalization Service; Department of Defense; Central Intelligence Agency; Department of Justice; National Security Agency; Drug Enforcement Administration; any other Federal agency inquiring pursuant to law or Executive Order in order to make a determination of general suitability for employment or retention in

employment, for granting a contract or issuing a license or grant, or for issuance of a security clearance; any other Federal, state, or municipal law enforcement agency for law enforcement purposes; any other agency or Department of the Federal government pursuant to statutory intelligence responsibilities or other lawful purposes; any other agency or Department of the Executive Branch having oversight or review authority with regard to its investigative responsibilities; to the extent necessary to identify the individual adequately, to any other record custodian in order to obtain information relevant to a legitimate investigative or intelligence interest of the Department of State. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; microfilm; microfiche;

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individual possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Deputy Assistant Secretary for Security, Room 2513, Department of State, 2201 C Street, NW, Washington, DC 20520.

Notification procedure: Individuals who wish to find out if the the Department of State, Office of Security, has records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; persons having knowledge of the individual; persons having knowledge of incidents or other matters of investigative interest to the Department; pertinent records of other federal state, or local agencies or foreign governments; Pertinent records of private firms or organizations; public sources.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c) (3), (d), (e)(1), (e) (4) (G), and (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER. Pursuant to Section (j)(2) of the Act, records compiled by the Passport and Visa Fraud Branch of the Office of Security may be exempted from the requirements of any part of the Act except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i) to the extent necessary to assure the effective completion of the investigative and judicial processes.

State-37

System name: Translators and Interpreters Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Individuals who have contracted with the Department of State to provide various linguistic and other services.

Categories of records in the system: Contract itself; biographical sketches of the contractors; other information relating to contract award and performance.

Authority for maintenance of the system: 22 U.S.C. 811a

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records is maintained to facilitate the procurement and effective performance of translators and interpreters who serve a vital function in the Department's foreign policy requirements. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are potential employers, credit institutions, rental offices, etc.; requesting verification of employment and/or earnings. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 secure file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from 5 to 6 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Deputy Assistant Secretary for Operations, Room 1417, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Language Services Division might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Language Services Division to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that Language Services Division might have records pertaining to him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; end-users of the contracted services; various employees of the contracting office.

State-38

System name: Vendor Records

System location: Supply and Transportation Division, Room 532, Department of State Annex 06, 1700 N. Lynn Street, Arlington, Virginia 22209.

Categories of individuals covered by the system: Individuals who have contracted with the Department of State to provide various supplies and other services.

Categories of records in the system: The contract itself; biographical sketches of the contractors; requisitions; invitations to bid; specifications; bids; Bid abstracts; contract provisions; award documents; other information relating to contract award and performance.

Authority for maintenance of the system: 31 U.S.C. 67(b); 41 U.S.C. 257

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in these records is used primarily for auditing and budgetary purposes. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: General Accounting

Office; Armed Services Board of Contract Appeals. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; Magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from 3 to 8 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Deputy Assistant for Operations, Room 1417, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Supply and Transportation Division might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Supply and Transportation Division to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the type of supply/service contracted to the Department of State and the approximate dates during which contractual arrangement was effective.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (Address above.)

Contesting record procedures: (See above.)

Record source categories: The individual; end-users of the contracted services; various employees of the contracting office.

State-39

System name: Visa Records

System location: The Visa Office, Department of State Annex 02, Room 713, 515 22nd Street NW, Washington, DC 20037; Department of State, 2201 C Street NW, Washington, DC 20520; overseas posts.

Categories of individuals covered by the system: Individuals who have applied for visas; aliens who may be ineligible to receive visas.

Categories of records in the system: visa applications; letters from interested parties; communications between the Visa Office and consulates, other U.S. Government agencies, international organizations, and foreign missions regarding the eligibility, issuance, revalidation, and extension of visas.

Authority for maintenance of the system: 8 U.S.C. 1101-1503

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in this system is used to assist consular officers overseas in dealing with problems of a legal, technical or procedural nature that may arise in considering an application of a U.S. visa. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are: Immigration and Naturalization Service to coordinate the issuance of visas; Department of Justice; Department of Labor; Central Intelligence Agency; National Aeronautics and Space Administration; Department of Defense; Congress. Unclassified information is released to interested persons inquiring as to the status of a particular visa case. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; magnetic computer media.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records varies from one year to an indefinite period of time, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Visa Office, Room 800, Department of State Annex 02, 515 22nd Street NW, Washington, DC 20037.

Notification procedure: Individuals who have cause to believe that the Visa Office might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Visa Office to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; the approximate date on which the individual applied for a visa, and if this application was made overseas, the U.S. embassy or consulate at which the application was made.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above.)

Record source categories: The individuals; members of Congress; the public interested in the visa applicant's case; U.S. Government agencies; foreign missions; international organizations; local sources at overseas posts.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-40

System name: Privacy Act Requests Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Individuals who have requested personal information from the record systems of the Department of State.

Categories of records in the system: Request from the individual; related correspondence; related memoranda.

Authority for maintenance of the system: 5 U.S.C. 552a, sec. 2.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system of records is maintained in order to efficiently process requests made under the Privacy Act of 1974. Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. Information is released to other government agencies who have statutory or other lawful authority to maintain such information. Also see 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records is indefinite. They will be retired or destroyed in accordance with schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Privacy Act Requests Records might have information pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Privacy Act Requests to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; approximate date on which the individual requested information under the Privacy Act of 1974.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Security classification: (See above.)

Record source categories: The individual; officials of the Department of State; officials of other government agencies who may be involved in the request.

STATE-41

System name: Berlin Document Center Records

System location: U.S. Mission Berlin, 170 Clayallee, APO New York 09742.

Categories of individuals covered by the system: Individuals associated with former government, organization, or party apparatus, of the Third Reich, who are now U.S. citizens or lawfully admitted resident aliens.

Categories of records in the system: Original documents of Third Reich, NSDAP, SS, and affiliated institutions and organizations; biographic documents; NSDAP membership records.

Authority for maintenance of the system: Executive Order 10608; Allied Control Council Directives (1946).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in this system of records may be released to any U.S. government agency having statutory or other lawful authority to maintain such information. Information may also be made available to foreign governments, scholars, and others in response to lawful and verified requests. Also see 'Routine Uses' paragraphs of the Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy; magnetic computer media.

Retrievability: By individual name.

Safeguards: The Berlin Document Center is an enclosed compound with a 24-hour military guard. Access and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. Records are maintained in secured file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Retention of these records is permanent. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington DC 20520.

System manager(s) and address: Director, Berlin Document Center, c/o U.S. Mission Berlin, 170 Clayalle, APO New York 09742.

Notification procedure: Individuals who have reason to believe that the Berlin Document Center might have records pertaining to them should contact the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State 2201 C Street,

NW Washington, DC 20520, or the Director, Berlin Document Center (see LOCATION above). At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances and the approximate dates which gave the individual cause to believe that the Berlin Document Center might have records pertaining to him.

Record access procedures: Individuals who wish to gain access to records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (see address above). Proof of citizenship or resident alien status will be required at the time access is granted.

Contesting record procedures: (See above.)

Record source categories: (see CATEGORIES OF RECORDS)

Systems exempted from certain provisions of the act: Certain records contained within the system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER.

STATE-42

System name: Munitions Control Records

System location: Department of State Annex 06, 1701 N. Ft. Myer Drive, Arlington, Virginia.

Categories of individuals covered by the system: Persons of interest to the Office of Munitions Control in connection with its responsibilities under the International Traffic in Arms Regulations.

Categories of records in the system: Information of activities related to the export of Munitions List Items.

Authority for maintenance of the system: 22 U.S.C. 1934

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in these records is used to make determinations relative to the export of Munitions List items. Information may be released to other federal intelligence and law enforcement agencies. See also 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: c

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled, and admission is limited to those individuals possessing a valid identification card or those under proper escort. All records containing personal information are maintained in secured file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: Active records are retained in the Office of Munitions Control. Inactive records are retired to the Federal Records Center and destroyed 17 years after such retirement.

System manager(s) and address: Director, Room 800, Office of Munitions Control, Department of State, Washington, D.C. 20520.

Notification procedure: Individuals who have cause to believe that the Munitions Control Records system might contain information on them should write to the Director, Foreign Affairs Document and Reference Center, 2001 C Street NW, Washington, D.C. 20520. The individual should include his full name, date and place of birth, and current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or to amend records pertaining to them should contact the Director, Foreign Affairs Document and Reference Center, (See address above).

Contesting record procedures: (See above.)

Record source categories: Other Intelligence & Law Enforcement agencies.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f). See Department of State rules published on this same date in the FEDERAL REGISTER. 37;Cert

STATE-43

System name: Congressional Correspondence Records.

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Members of Congress.

Categories of records in the system: Copies of correspondence to and from Members of Congress, which may include inquiries on behalf of constituents and letters to Congressional committees.

Authority for maintenance of the system: 22 USC 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available to personnel of the Department of State as may be required in the performance of their official duties. The principal user of this information outside the Department of State is the individual member of Congress. See also 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy, microfilm.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are destroyed after having been retained for one year.

System manager(s) and address: Congressional Review Officer, Office of Congressional Relations, Room 7249A, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Congressional Correspondence Records might have information pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the Congressional Correspondence Records to be checked. At a minimum, the individual must include: name, date and place of birth; current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center (address above).

Contesting record procedures: (See above.)

Record source categories: The individual; the Office of the Department which drafted the reply.

STATE-44

System name: Congressional Travel Records.

System location: Department of State, 2201 C Street NW, Washington DC 20520.

Categories of individuals covered by the system: Members of Congress and Staff members who travel.

Categories of records in the system: Correspondence between the Department of State and the overseas post pertaining to the logistics of the individual's trip; letters of authorization from the chairman authorizing funds for the trip.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are the travelers themselves when they express need or desire for any information on a specific correspondence. See also 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name; in the case of several travelers on the same trip, filed under the name of the most senior member of the delegation.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals pos-

sessing a valid identification card or to those individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are destroyed as soon as possible after the trip has been completed.

System manager(s) and address: Director, Congressional Services, Room 7249, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Congressional Travel Records might have information pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the Congressional Travel Records to be checked. At a minimum, the individual must include: name, date and place of birth, current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: See Record Access Procedure

Record source categories: The individual; overseas posts; Office of Congressional Relations.

STATE-45

System name: Contractors Records.

System location: Department of State Annex 06, 1700 N. Lynn Street, Arlington, Virginia 22209.

Categories of individuals covered by the system: Architects, engineers, construction contractors, landscape architects, real estate appraisers.

Categories of records in the system: Architect, Engineer, and Related Services Questionnaire; brochures from firms on recently completed projects, routine correspondence with the firm.

Authority for maintenance of the system: Foreign Service Buildings Act 1926, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are Architectural Advisory Consultants who are under contract to the Office of Foreign Buildings for limited periods of time. See also 'Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By name of business firm.

Safeguards: None, the Office of Foreign Buildings and the individual contractors involved have determined that the information submitted by firms is public knowledge, and is in no need of special security.

Retention and disposal: These records are retained for approximately ten years. They are then destroyed or returned to the individual firm, if they so wish and request.

System manager(s) and address: Deputy Assistant Secretary for Foreign Buildings, Room 335, Department of State Annex 06, 1700 N. Lynn Street, Arlington, Virginia 22209.

Notification procedure: Individuals who have cause to believe that the Office of Foreign Buildings might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Office of Foreign Buildings to be checked. At a minimum, the individual must include: name, date and place of birth, current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (Same as above).

Record source categories: The individual firm.

STATE-46

System name: Fine Arts Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Donors, lenders, contributors and possible contributors to Fine Arts projects; and museum curators and dealers with whom the Fine Arts Office corresponds.

Categories of records in the system: Correspondence between donors and lenders; research material on objects.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. See also 'Routine Uses' paragraphs of the Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: These records are continuously maintained and never destroyed, as they do not go out of date.

System manager(s) and address: Curator, Diplomatic Receptions, Room 8213, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the Fine Arts Office might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of the Fine Arts Office to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances which give the individual cause to believe that the fine Arts Office might have records on him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above).

Record source categories: The individual.

STATE-47

System name: Senior Personnel Appointments Records

System location: Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system: Applicants for Presidential appointments and other positions.

Categories of records in the system: Applications, recommendations, referrals, resumes, and accompanying correspondence.

Authority for maintenance of the system: 22 U.S.C. 811a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is made available on a need-to-know basis to personnel of the Department of State as may be required in the performance of their official duties. The principal users of this information outside the Department of State are the White House and the National Security Council. Information may also be released to other government agencies who have statutory or other lawful authority to maintain such information. See also 'Routine Uses' paragraphs of the Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard Copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Most of these records are retained for no longer than two years after the last action has been taken on them. Some records are destroyed earlier, and a few significant records are retained indefinitely. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Special Assistant, Office of the Deputy Under Secretary for Management, Room 7509, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have reason to believe that the records of Senior Personnel Appointments might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he wishes the records of Senior Personnel Appointments to be checked. At a minimum, the individual must include: name, date and place of birth; current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, (address above).

Contesting record procedures: (See above).

Record source categories: The individual; private individuals and officials interested in his appointment.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 USC 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the Federal Register.

STATE-48

System name: Foreign Assistance Inspection Records.

System location: Department of State, 2201 C Street N.W., Washington, D.C. 20520.

Categories of individuals covered by the system: Members of Congress who have corresponded with the Office of the Inspector General of Foreign Assistance (IGA) or received reports or memoranda from IGA; present and former employees or contractors of the Agency for International Development, Overseas Private Investment Corporation, Inter-American Foundation, Peace Corps, Department of State, Department of Defense, or the Department of Agriculture alleged to have violated laws or agency regulations in connection with programs for which IGA has oversight responsibility.

Categories of records in the system: Routine correspondence with individuals in categories named above; correspondence, working papers and reports of investigation concerning alleged violations of laws and agency regulations in connection with programs for which IGA has oversight responsibility.

Authority for maintenance of the system: Subsection 624(d) of the Foreign Assistance Act of 1961 (Public Law 97-195, as amended).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Correspondence with

Members of Congress constitutes working files for IGA management and is made available to officials of the Department of State and of other governmental agencies when it is considered to be in furtherance of IGA's mission. Records concerning individuals alleged to have violated laws or agency regulations in connection with programs for which IGA has oversight responsibility may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing, the statute or rule, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: ICE

Storage: Hard copy.

Retrievability: By individual name.

Safeguards: All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building 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 a restricted area, access to which is limited to authorized employees.

Retention and disposal: Records are retained one year after last entry in file. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address: Director, Office of Reports and Management, Office of the Inspector General of Foreign Assistance, Room 6825, 2201 C Street NW, Washington, DC 20520.

Notification procedure: Individuals who have cause to believe that the Office of the Inspector General of Foreign Assistance might have records pertaining to them should write to Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street N.W., Washington, D.C. 20520. The individual must specify that he wishes the records of the Office of the Inspector General of Foreign Assistance to be checked. At a minimum the individual must include: name, date and place of birth, current mailing address and zip code; signature; a brief description of circumstances, including approximate dates, which give the individual cause to believe that the Office of the Inspector General of Foreign Assistance might have records pertaining to him.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street N.W., Washington, D.C. 20520.

Contesting record procedures: (See above).

Record source categories: The individual; federal agencies; Members of Congress; international, state, and local governmental organizations; nongovernmental organizations; and individuals.

Systems exempted from certain provisions of the act: Certain records contained within this system of records are exempted from 5 USC 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published on this same date in the FEDERAL REGISTER. /*