

STATE-17

System name :

International Organizations Records.

System location :

Department of State, 2201 C Street NW, Washington, DC 20520; Department of State Annex 2, 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 E.O.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 E.O.10422 processing. 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 having 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.

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 restricted areas, access to which is limited to authorized personnel.

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/she 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 themselves 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 non-governmental 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 the Federal Register.