

## 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. The principal users of this information outside the Department of State are academic institutions and other Bureau of Intelligence and Research consultants/experts. The information may also be released to other government agencies having statutory or other lawful authority to maintain such information. The inventory of "Government Supported Research on Foreign Affairs" 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.

"Foreign Affairs Research Papers Available" is distributed throughout the U.S. Government and is available to private individuals through the U.S. Government Printing Office. "Studies in Foreign Affairs: A Bibliography of Government-Supported Research" 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 restricted areas, access to which is limited to authorized personnel.

#### **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 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, 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/she 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 themselves 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 in the Federal Register.