

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:

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 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:

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 restricted areas, 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 the Special Assistant and Coordinator, 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/she 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/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 themselves 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.