

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 may 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 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 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 reason 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/she 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 reason to believe that the Office of the Law of the Sea might have records pertaining to him/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; 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 in the Federal Register.