

## 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; political information; foreign economic policy information; intra-office organization matters.

### **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. The principal users of this information outside the Department of State are the White House and the National Security Council. The 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:**

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 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 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 reason 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/she 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 reason to believe that the Personality Cross-Reference Index to the Secretariat Automated Data Index 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:**

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 in the Federal Register.