

STATE-07

System name :

Cryptographic Clearance Records.

System location:

Office of Communications, Room 6442,
Department of State, 2201 C Street NW,
Washington, DC 20520.

Categories of individuals covered by the system:

Employees of the Department of State, Agency for International Development, U.S. Information Agency, and the U.S. Arms Control and Disarmament Agency who are eligible for cryptographic clearances as well as those who have actually received cryptographic clearance.

Categories of records in the system:

Correspondence with the Office of Security; position held by employee; date clearance granted.

Authority for maintenance of the system:

Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information contained in these records is used to protect the Office of Communications' cryptographic duties and to protect sensitive information from unauthorized disclosure. Information relating to an employee's eligibility for cryptographic clearance is used only by the Office of Communications and is not released outside the Department. Information concerning an individual's cryptographic clearance is maintained to protect the Office of Communications' cryptographic duties. In addition, it is released to personnel of the Agency for International Development, the U.S. Information Agency, and the U.S. Arms Control and Disarmament Agency on a need to know basis only. Any other release of information to other government agencies having a statutory or other lawful authority to maintain such information is made through the Office of Security. 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:

These records are retained indefinitely. They are retired 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:

Chief, Communications Security Division,
Office of Communications, Room 6442,
Department of State, 2201 C Street NW,
Washington, DC 20520.

Notification procedure:

Individuals who have cause to believe that the Communications Security Division 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 Communications Security Division to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the approximate dates of employment with the Department of State and the nature of such employment.

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 Reference Center, (address above).

Contesting record procedures:

(See above).

Record source categories:

The individual; Office of Security of the Department of State.