

STATE-09

System name :

Equal Employment Opportunity Records.

System location :

Department of State, 2201 C Street NW,
Washington, DC 20520.

Categories of individuals covered by the system:

Employees who have filed formal or informal complaints alleging discrimination; minority and women applicants for employment.

Categories of records in the system:

Investigative reports; employment applications; biographic information; employment histories.

Authority for maintenance of the system:

42 U.S.C. 2000C; Executive Order 11478.

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

Information on formal and informal complaints is made available only to personnel of the Office of Equal Employment Opportunity and Departmental Counsel to that office. Information on informal complaints and minority and women applicants for employment is not made available to anyone outside the Department of State. The principal users of the information on formal complaints outside the Department of State are: Civil Service Commission Complaints Examiner; Appeals Review Board; U.S. District Court. 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:

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, 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:

Deputy Assistant Secretary for Equal Employment Opportunity, Room 4427,
Department of State, 2201 C Street NW,
Washington, DC 20520.

Notification procedure:

Individuals who have cause to believe that the Office of Equal Employment Opportunity 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 Equal Employment Opportunity 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 date upon which the individual filed a formal or informal complaint alleging discrimination or requested other services from the Office of Equal Employment Opportunity.

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; supervisors of the individual; EEO counselors; EEO personnel; other employees or individuals having knowledge of the facts involved in a complaint.

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.