

## STATE-48

### **System name :**

Foreign Assistance Inspection Records.

### **System location :**

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

### **Categories of individuals covered by the system:**

Members of Congress who have corresponded with the Office of the Inspector General of Foreign Assistance (IGA) or received reports or memoranda from IGA; present and former employees or contractors of the Agency for International Development, Overseas Private Investment Corporation, Inter-American Foundation, Peace Corps, Department of State, Department of Defense, or the Department of Agriculture alleged to have violated laws or agency regulations in connection with programs for which IGA has oversight responsibility.

### **Categories of records in the system:**

Routine correspondence with individuals in categories named above; correspondence, working papers and reports of investigation concerning alleged violations of laws and agency regulations in connection with programs for which IGA has oversight responsibility.

### **Authority for maintenance of the system:**

Subsection 624(d) of the Foreign Assistance Act of 1961 (Pub. L. 97-195, as amended).

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

Correspondence with Members of Congress constitutes working files for IGA management and is made available to officials of the Department of State and of other governmental agencies when it is considered to be in the furtherance of IGA's statutory mission. Records concerning individuals alleged to have violated laws or agency regulations in connection with programs for which IGA has oversight responsibility may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

### **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:**

Records are retained one year after the last entry in the file. 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:**

Director, Office of Reports and Management, Office of the Inspector General of Foreign Assistance, Room 6825, 2201 C Street NW, Washington, DC 20520.

### **Notification procedure:**

Individuals who have cause to believe that the Office of the Inspector General of Foreign Assistance might have records pertaining to them should write to 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 Inspector General of Foreign Assistance 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 circumstances, including approximate dates, which give the individual cause to believe that the Office of the Inspector General of Foreign Assistance might have records pertaining to him.

### **Record access procedures:**

Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center (address above).

### **Contesting record procedures:**

See above.

**Record source categories:**

The individual; Federal agencies; Members of Congress; international, state, and local governmental organizations; nongovernmental organizations; and individuals.

**Systems exempted from certain provisions of the act:**

Certain records contained within this system of records are exempted from 5 USC 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published in the Federal Register.