

## STATE-18

### **System name :**

Labor Attaches Records.

### **System location :**

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

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

Labor attaches; applicants to be labor attaches;  
former labor attaches.

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

Personnel audit reports; applications; resumes;  
correspondence related to appointment, training,  
assignment, or transfer of labor attaches.

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

22 U.S.C. 811a.

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

The principal user of this information outside the  
Department of State is the Department of Labor.  
This 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 from 2 to 5  
years, depending upon the specific kind of record  
involved. 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:**

Special Assistant to the Secretary and

Coordinator, International Labor Affairs, Room  
4232, Department of State, 2201 C Street NW,  
Washington, DC 20520.

#### **Notification procedure:**

Individuals who have cause to believe that the  
Office of the Special Assistant and Coordinator,  
International Labor Affairs 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 International Labor to be checked.  
At a minimum, the individual must include:  
Name; date and place of birth; current mailing  
address and zip code; signature; approximate  
dates during which he/she was a labor attaché or  
applied to be a labor attaché.

#### **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; officers within the Department of  
State; Department of Labor.