

STATE-52

System name :

Parking Permit and Car Pool Records.

Security classification :

Unclassified.

System location :

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

Categories of individuals covered by the system:

Department of State, AID and ACDA employees, and full time employees of private organizations located in the building who have permits for State Department parking facilities; individuals who car pool with employees holding such permits; persons interested in joining a car pool.

Categories of records in the system: Parking Permit Information: Title and grade of the employee issued a parking permit, home address, year and make of car, license number, bureau, office, room and telephone number, arrival time, departure time, and type of parking permit. Car Pool Information: Name of member of car pool, office address and phone number, make of car, license number and state, home address, and work hours.

Authority for maintenance of the system:
22 U.S.C. 811a; 22 U.S.C. 2658, as amended.

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

The purpose of the information in this system is to facilitate control over and issuance of parking permits for the Department of State, AID, ACDA personnel and full time employees of private organizations located in the Department's buildings. The information will be used to facilitate the formation of car pools with employees who have been issued parking permits. Principal users of this information outside the Department of State are employees of other Federal agencies and private businesses in the Washington, DC area who would be interested in forming car pools. Also see the "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register (42 FR 49699, September 27, 1977).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer media, hard copy, IBM Office System 6.

Retrievability:

By the individual's name, bureau, office, zip code, or handicap (if applicable).

Safeguards :

All employees of the Department of State and the Foreign Affairs Recreation Association have undergone a thorough background security investigation. Access to the Department of State 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 secure file cabinets or in restricted areas, access to which is limited to authorized personnel.

Retention and disposal:

This information is maintained until the permit is revoked or reissued, or if the holder of the permit leaves the Department, transfers to another organizational unit of the Department, or is transferred out of the Washington, DC area.

System manager(s) and address:

Chief, General Services Division, OPR/GS,
Room 1493, Department of State, 2201 C Street,
NW, Washington, DC 20520.

Notification procedure:

Individuals who have reason to believe that the Parking Permit and Car Pool Records might have information pertaining to them, should write to the Information and Privacy Coordinator, 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 Parking Permit and Car Pool Records to be checked. At a minimum, the individual should include: Name, date and place of birth, current mailing address and zip code, signature.

Record access procedures :

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

Record source categories :

By the individual.

Systems exempted from certain provisions of the act:

None.