

STATE-22

System name:

Records of the Bureau of Public Affairs.

System location:

Department of State; 2201 C Street, NW., Washington, DC 20520 and Annex 1; 2401 E Street, NW., Washington, DC 20037.

Categories of individuals covered by the system:

Media representatives * who: Request interviews with the Secretary of State and Department Principals, or other inquiries; have been contacted for media events, interviews, occasions, invitations, travel opportunities or placement of articles; apply to accompany the Secretary of State on official travel; request a building pass for regular access to the Department of State (correspondents, technicians, and/or producers); request information from a press officer on a specific topic;

* Media Representatives may include anyone who works for a newspaper, magazine, radio or television station, wire service, or any other form of media.

Individuals on the mailing list for the Secretary's speeches; Individuals who request the Secretary or a Department Principal to accept a speaking engagement, accept an honor, attend a function, or request information about the Department and its policies, etc.; Representatives of nongovernmental organizations throughout the U.S. (business, think tanks, media, ethnic, foreign affairs, educational, environmental); State and local government officials (e.g. governors and mayors), state economic development staff, and representatives of intergovernmental organizations (state/local entities); State Department employees who have authorized the Bureau of Public Affairs to place articles about their achievements in hometown newspapers or have been interviewed by the media; Present and past Secretaries of State (foreign travel); Present and past Principal officers and Chiefs of Mission (assignment history); and Department Principals, officers and ambassadors who perform domestic speaking/media engagements.

Categories of records in the system:

The Public Affairs Communication Electronically (PACE) database is comprised of several tracking systems. Records may be automated and/or hard copy. Those subject to the Privacy Act are listed below. Automated and hard copy records usually contain names, titles, addresses, organizations, telephone/fax/internet numbers and, when necessary for travel documents, date of birth and Social Security numbers of individuals covered by the system of records; previously published and recently automated listings of all present and past Secretaries of State's foreign travel including dates, places visited and purpose of trip; previously published and recently automated listings of all present and past Principal officers' and Chiefs of Missions' assignment history, years of birth and death, and state of residency; biographies of Department Principals, officers and

ambassadors who perform domestic speaking engagements; completed Applications for Department of State Building Pass (DSP-97); copies of Press Office memoranda to Diplomatic Security requesting issuance of a building pass for a media representative; correspondents' inquiries; correspondence, E-mail messages and facsimiles from a media organization requesting a building pass for an employee; correspondence, E-mail messages and facsimiles from an embassy endorsing/requesting access to the Department of State for a specific media representative; information about travel requests and trips applied for and/or taken; copies of interview tapes of media representatives' previous work and transcripts of the interview; information on domestic speaking engagements, radio, television and newspaper interviews, and organizations involved; press releases; event schedules, comments and follow-up information; E-mail, facsimiles and copies of logistical and administrative arrangements for media representatives who accompany the Secretary of State on trips; a list of local media organizations; information about specific State Department employees who authorized the Department to use information for publishing information/stories about them and text or comments on the story itself; dates and places of speaking engagements by the Secretary, Principals, and U.S. Ambassadors and Department officers along with topics covered, media status and audience size and composition; and information about invitations sent to the Secretary, Deputy Secretary and Under Secretaries including the name/organization of the requester, internal control number, assigned action office and status.

Authority for maintenance of the system:

5 U.S.C. 301 (Management of Executive agencies) and 22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of the service).

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

The information in the Records of the Bureau of Public Affairs is used:

--To contact members of the media to inform them about specific events (briefings), occasions, invitations, travel opportunities, and status of requests for building access;

--To track the progress of media events, placement of stories and as a reference for future use;

--To generate reports on the status of events and number of events, e.g., by category/topic/geographic area;

--To respond to media representatives' inquiries on specific topics;

--To respond to inquiries on specific topics from the general public;

--To provide the Department Spokesman with information regarding the main issues of interest to media representatives and the public;

--To prepare briefing materials for interviewees;

--To generate reports on previous interviews by organization, journalist and subject;

- To prepare interview and briefing memoranda for the Secretary of State for subsequent events;
- To provide the Public Affairs Bureau managers, appropriate bureaus and posts abroad with information to facilitate travel arrangements and to advise those selected and their organizations of the itinerary, etc.;
- To coordinate the processing of applications for media representatives for a building pass for regular access to the Department and to prepare reports listing the members of the media/organization who have been issued building passes;
- To promote the Department of State and its role in government to the American public;
- To aid/assist the general public in its understanding of U.S. foreign policy;
- To record trends of public opinions about foreign policy by geographic regions, ethnic groups, and political groups;
- To respond to requests from the public regarding past travel of a particular Secretary of State;
- To respond to requests from Bureaus within the Department such as desk officers, Protocol and other appropriate offices when information regarding travel of the Secretary of State is necessary in carrying out their responsibilities;
- To build invitation lists for briefings and conferences in the Department;
- To maintain internal reporting and tracking of domestic speaking appearances by Department Principals, officers and ambassadors; and
- For billing purposes for travel expenses to organizations requesting speakers.

This information may be shared with other foreign affairs agencies such as the Departments of Commerce and Defense and the National Security Council. Also see "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register.

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

Storage:

Computer media, hard copy.

Retrievability:

By individual name, organization name.

Safeguards:

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department 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. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and ad hoc monitoring of computer usage.

Retention and disposal:

These records will be maintained until they become inactive at which time they will be retired or destroyed in accordance with published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specified information may be obtained by writing to the Acting Director, Office of Information Resources Management Programs and Services; Room 1239; Department of State; 2201 C Street, NW; Washington, DC 20520-1239.

System manager(s) and address:

Deputy Assistant Secretary for Public Affairs and Deputy Spokesman, Bureau of Public Affairs; Room 6800; Department of State; 2201 C Street, NW; Washington, DC 20520.

Notification procedure:

Individuals who have reason to believe that the Bureau of Public Affairs has records pertaining to themselves should write to the Acting Director, Office of Information Resources Management Programs and Services; Room 1239; Department of State; 2201 C Street, NW; Washington, DC 20520-1239. The individual must specify that he/she wishes the Records of the Bureau of Public Affairs be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; name of his/her employing agency and dates of assignment; a description of the circumstances which may have caused the creation of the record; and signature.

Record access procedures:

Individuals who wish to gain access or amend records pertaining to themselves should write to the Acting Director, Office of Information Resources Management Programs and Services (address above).

Record source categories:

These records contain information obtained directly from: the individual who is the subject of these records, the agency or organization that the individual represents, published directories and/or other Bureaus in the Department.

Systems exempted from certain provisions of the act:

None.