

STATE-16

System name :

International Conference Delegates Records.

System location:

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

Categories of individuals covered by the system:

Individuals serving as members or staff of a U.S. delegation to an international conference.

Categories of records in the system:

Delegation reports; delegation lists; credentials; temporary hire contracts and vouchers, including position title, salary rate, period of time worked and the conference for which the contract was let; funding information; copies of travel orders; certifications of security clearances.

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 information provides material for reference research regarding credentials and support requirements of particular delegations. The principal users of this information outside the Department of State are: Department of Justice; Civil Service Commission; Congress; the individual. 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 only if the travel or temporary contract was funded by ICC appropriation; by name, site, and date of conference.

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:

Retention of these records is indefinite. 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 International Conferences, Room 1517, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure:

Individuals who have cause to believe that the Office of International Conferences 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 Conferences to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the name, location, and approximate date of the conference to which the individual was a member of the staff or delegation.

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 individuals; public media sources; former employers; Members of Congress; Federal agencies.