

STATE-21

System name :

Legal Case Management Records.

System location :

Department of State, 2201 C Street NW, Washington, DC 20520; Department of Justice, Washington, DC 20530, and its ancillary U.S. Attorney's offices.

Categories of individuals covered by the system:

Individuals who have filed administrative grievances and Equal Employment Opportunity complaints; individuals involved in disciplinary proceedings; individuals involved in alleged criminal activity or activity in violation of regulations; individuals who have sued the Department of State or any officials, or who have raised administrative and management questions which require legal analysis.

Categories of records in the system:

Employment histories; summaries of circumstances surrounding grievances, Equal Employment Opportunity complaints, litigation, or disciplinary proceedings; internal memoranda; copies of indictments and charges; criminal records and reports of investigations; supporting documentation for a case against an individual; related correspondence.

Authority for maintenance of the system:

5 U.S.C. 301; 22 U.S.C. 811a, 842, 846.

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

Information in the Legal Adviser's Name Case Management Records is used to provide legal advice and opinion to the offices of the Department of State. The principal users of this information outside the Department of State are: The Department of Justice and the General Accounting Office. 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.

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 varies depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. 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:

Executive Director, Office of the Legal Adviser, Room 6421, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure:

Individuals who have reason to believe that the Office of the Legal Adviser 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 the Legal Adviser to be checked. At a minimum, the individual must include: Name; date and place of birth; present mailing address and zip code; signature; brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Office of the Legal Adviser might have records pertaining to him or her.

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; offices of the Department of State which are clients of the Office of the Legal Adviser; other government agencies, particularly the Department of Justice; previous employers; neighbors; security investigation reports; other employees or individuals having knowledge of the issue about which a legal opinion is requested.