

## STATE-25

### **System name :**

Overseas Records.

### **System location :**

United States Embassies, Consulates, and Missions overseas. *A list of overseas posts can be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Department of State, 2201 C Street, NW, Washington, DC 20520.*

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

U.S. Government employees assigned to the post; individuals seeking or obtaining consular or passport services; individuals living or visiting abroad who have registered their place of residence at the embassy or consulate; businessmen who have had official contacts with embassy economic and commercial sections; seamen; persons who are overseas on U.S. cultural or educational grants; individuals working overseas under U.S. government contracts; officials of Federal, state, or local governments, members of their staff or delegation travelling overseas on official business; individuals involved in the discussion, establishment, execution, or definition of United States foreign policy; military personnel; Members of legislative or judicial branches of government; individuals employed by or seeking employment with international organizations.

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

The categories of records maintained in the overseas records system are primarily information of working copies of records already on file at the Department of State and are described in the other system notices published in this issue of the Federal Register. Among those categories of records maintained at the Department's overseas establishments which may not be on file in the Department of State are:

1. Consular records used in the protection and assistance of individuals abroad including;
  - a. Address registration lists of U.S. citizens visiting or residing overseas;
  - b. Visa applications;
  - c. Educational and Cultural Grantee Records;
  - d. Assistance to Americans Records;
2. Administrative records including;
  - a. Travel Records;
  - b. Shipment, importation, licensing, registration and sale of property records;
  - c. Customs duties records;
  - d. Change of address records;
  - e. Blood donor lists;

- f. Bad check records;
  - g. Accommodations exchange records;
  - h. Personnel locator records;
  - i. Individual work order requests;
  - j. Time and attendance cards;
  - k. W-2 forms;
  - l. Employment applications and related data;
  - m. Post diplomatic personnel lists;
  - n. Post administrators and technical personnel list;
  - o. Visual identification records;
  - p. Marriage records;
  - q. Allowance records;
  - r. General properties inventory records;
  - s. Commissary records;
  - t. Protection of property files (complaints regarding damage to and seizure of property);
  - u. Restitution claims records;
  - v. Headstone records;
3. Commercial records including;
    - a. Procurement/Contract records;
    - b. Registration lists of U.S. businessmen;
    - c. Trade promotion records;
    - d. Trade complaint records;
    - e. Lists of American attorneys abroad;
    - f. Trust fund records;
  4. Political records including;
    - a. Congressional delegation and important visitor recorders;
    - b. Registration cards for refugee and migration programs;
    - c. Mutual security records;
  5. Ambassadorial records including;
    - a. Host government requests for jurisdiction in legal matters involving U.S.;
    - b. Records involving other legal matters (deportation, letters rogatory, subpoenas);
    - c. Clemency records;
    - d. Selective Service records;

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

The authorities for maintaining this record system are the following: 8 USC 1101-1503; Status of Forces Agreements; 28 USC 1781-1784; 50 App. USC 543; Presidential Proclamation 4313, September 16, 1974; 22 USC 501, 811a, 1131-1159, 1431, 1621-1643, 2054-2057, 2451-2458, 2601-2605.

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

These correspond to the "Routine Uses" appearing in the other system notices appearing in this issue of the Federal Register.

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

**Storage:**

Hard copy, microfilm, magnetic computer media.

**Retrievability:**

By individual name.

**Safeguards :**

All employees of the Department of State and of overseas posts have undergone a background security investigation. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. All records containing personal information on a computerized database are accessible only through computer media under Department of State jurisdiction and placed in restricted areas access to which is limited to authorized personnel. Access to computerized files is password protected and under the direct responsibility of the system manager. The system manager has the capability of printing audit trails of access from the computer media thereby permitting regular or ad hoc monitoring of computer usage.

**Retention and disposal:**

These records 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:**

The ambassador, principal officer, deputy principal officer, or consular officer at each overseas post.

**Notification procedure:**

Individuals who have reason to believe that an Overseas Record System might have information pertaining to them should write to the Chief, Privacy Staff, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify which embassy, consulate, or mission, he/she wishes to be checked. Or, the individual may contact the overseas post(s) directly. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the specific post which the individual believes might have a record of him/her; the approximate dates when the record might have been created; a brief description of the

circumstances which would have led to the creation of a record. Examples of the kinds of information which would assist the Department of State in determining whether or not an overseas record system contains a record on an individual are: The individual's approximate dates of travel or residency in a foreign country or the approximate dates and nature of an individual's contact with a U.S. diplomatic or consular post.

**Record access procedures:**

Individuals who wish to gain access to or amend records pertaining to them should write to the specific overseas post or to the Chief, Privacy Staff, Foreign Affairs Document and Reference Center (address above). Access to routine unclassified administrative records may be granted at the overseas establishment. Requests involving other records will be referred to the Chief, Privacy Staff, Foreign Affairs Document and Reference Center (address above).

**Contesting record procedures:**

(See above).

**Record source categories:**

These correspond to the "Sources" described in the other system notices appearing in this issue of the Federal Register.

**Systems exempted from certain provisions of the act:**

Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f). See Department of State rules published in the Federal Register.