

STATE-29

System name :

Personality Index to the Central Foreign Policy Records.

System location :

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

Categories of individuals covered by the system:

Individuals who are involved in the establishment, discussion, or definition of foreign policy; individuals who utilize the services of the Department of State.

Categories of records in the system:

Official record copies of incoming and outgoing communications; correspondence with the White House, members of Congress, and other federal agencies; significant correspondence with international, national, local, and private organizations and individuals; management studies and surveys; memoranda of conversation; instructions to U.S. representatives to international conferences and organizations.

Authority for maintenance of the system:

22 U.S.C. 811a; 22 U.S.C. 2658; 44 U.S.C. 3301-3314; 44 U.S.C. 3101-3107.

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

Information contained in this system of records is maintained to ensure the effective administration of the Department of State's foreign policy requirements. It is to serve as a centralized index to those individuals involved in all phases of foreign policy establishment, discussion, and definition. This information also serves as an accurate record of individuals utilizing the Department's services, including those overseas. The purposes for maintaining this information are to: Implement the foreign policy of the United States; formulate foreign policy recommendations; evaluate foreign policy performance; conduct diplomatic and consular activities; administer the Department of State Foreign Service, etc. The principal users of this information outside the Department of State are: The Agency for International Development; United States Information Agency; Arms Control and Disarmament Agency; Central Intelligence Agency; Department of Defense; National Security Council; Congress; Department of Treasury; Department of Commerce; Department of Justice; White House. 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:

Microform; hard copy; magnetic computer media.

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:

These records are retired or destroyed in accordance with published schedules of the Department of State. For historical purposes, many of the records of the Central Foreign Policy Files are transferred to the National Archives, where they are preserved indefinitely. 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, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure:

Individuals who wish to find out if the Personality Index to the Central Foreign Policy Records has information 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. At a minimum, the individual must 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 Director, Foreign Affairs Document and Reference Center (address above).

Contesting record procedures:

(See above).

Record source categories:

The individual; Department of State employees; employees of foreign affairs agencies; members of Congress; officials of foreign governments; U.S. and foreign publications.

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.