

STATE-66

System name:

Electronic Media Photographers Records.

Security classification:

Unclassified.

System location:

Department of State; SA-44; 301 Fourth Street, SW; Washington, DC 20547.

Categories of individuals covered by the system:

Freelance photographers who have applied/expressed interest in supplying photos or providing photo coverage of events of interest to the Department. Representatives of photo agencies that have contracts with the Department for providing photos and photo services.

Categories of records in the system:

These records contain personal information about the photographers/picture agents including name, address, telephone number, fees for services and products, specialties, nature of assignment, availability of rights, deadlines and other scheduling information and usage of the photos and other visual materials by our posts abroad. Records occasionally include evaluations of assignments and products by the program coordinator/manager of the photo services in the Department.

Authority for maintenance of the system:

5 U.S.C. 301 (Management of the Department of State); 22 U.S.C. 1431 et seq. (Smith-Mundt United States Information and Educational Exchange Act of 1948, as amended); 22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of the Foreign Service).

Purpose(s):

The information contained in the Electronic Media Photographers Records is collected and maintained by the Electronic Media/Visual Services Division of the Office of Thematic Programs whose staff includes photo editors responsible for providing photos and other graphic images for U.S. embassies, U.S. consulates general and consulates, as well as meeting the photo needs of elements in the Office of International Information Programs. Many of these images appear on the International Information Programs web site, which is designed exclusively for foreign audiences and U.S. posts abroad.

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

Information in the Electronic Media

Photographers Records is used or disseminated as follows:

- To administer contracts with photo agencies, picture archives and other institutional sources;
- To assign and coordinate the work of freelance photographers chosen to cover special events;
- To provide contract photos;
- To contact certain media, corporations and news organizations to obtain photographs and rights for distribution and reproduction to our posts abroad;
- For internal reporting, cost accounting and billing; and
- To assess the nature and distribution of demands for photo resources in the Office of International Information Programs.

Also see the "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:

Hard copy; electronic media.

Retrievability:

Individual 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 destroyed or retired in accordance with published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director; Office of IRM Programs and Services; Department of State; SA-2; 515 22nd Street, NW; Washington, DC 20522-6001.

System manager(s) and address:

Director, Office of Thematic Programs;
Department of State; SA-44; 301 Fourth Street,
SW; Washington, DC 20547.

Notification procedure:

Individuals who have reason to believe that the Office of Information Programs might have records pertaining to themselves should write to the Director; Office of IRM Programs and Services; Department of State; SA-2; 515 22nd Street, NW; Washington, DC 20522-6001. The individual must specify that he/she wishes the Electronic Media Photographers Records to be checked. At a minimum, the individual should include: name; date and place of birth; social security number; current mailing address and zip code; signature; a brief description of the circumstances that caused the creation of the record, and the approximate dates which give the individual cause to believe that the Office of International Information Programs has records pertaining to him/her.

Record access procedures:

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

Record source categories:

These records contain information obtained primarily from the individual who is the subject of these records, from recommendations by third parties, directories of photo resources, and related organizations in the private sector.

Systems exempted from certain provisions of the act:

None.