

## STATE-37

### **System name :**

Translators and Interpreters Records.

### **System location:**

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

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

Individuals who have contracted with the Department of State to provide various linguistic and other services.

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

Contract itself; biographical sketches of the contractors; other information relating to contract award and performance.

### **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:**

Information in these records is maintained to facilitate the procurement and effective performance of translators and interpreters who serve a vital function in the Department's foreign policy requirements. The principal users of this information outside the Department of State are potential employers, credit institutions, rental offices, etc. requesting verification of employment and/or earnings. 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 from 5 to 6 years, 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:**

Chief, Language Services Division, Room 2214,  
Department of State, 2201 C Street NW,  
Washington, DC 20520.

### **Notification procedure:**

Individuals who have cause to believe that the Language Services Division 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 Language Services Division to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that Language Services Division might have records pertaining to him/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; end-users of the contracted services; various employees of the contracting office.