

## STATE-44

**System name:**

Congressional Travel Records.

**Security classification:**

Unclassified and classified.

**System location:**

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

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

Members of Congress, Congressional staffers, Executive Branch invitees and Department of Defense escorts.

**Authority for maintenance of the system:**

22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of service); 5 U.S.C. 301 (Management of the Department of State).

**Categories of records in the system:**

Correspondence, memoranda, telegrams, and E-mail messages between the Department of State, Congress and the overseas post pertaining to the arrangements and expenses of the individual's trip including non-government funded trips as requested by Members of Congress; letters of authorization from the Committee Chairman or the authorizing member of Congress regarding funds for the trip; facsimiles between Congressional offices and the Department regarding itineraries; itineraries to and from the Combined Airlines Ticket Office; copies of Government Travel Requests; copies of logistical and administrative arrangements such as meeting and appointment schedules; hotel and transportation provisions; copies of substantive reporting of topic/purpose of trip; financial data sheets showing expenses anticipated; receipts of travelers checks; per diem worksheets; memoranda to the Cashier from the Bureau of Legislative Affairs requesting advances; classified receipt forms; and passport information sheets.

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

The information in this system is used primarily by the current and former travelers when they express need or desire or any information relative to their particular travel. The records are also used to provide: The Office of Legislative Operations (Congressional Correspondence/Legislative Reference Units) and posts abroad with information to facilitate the travel arrangements requested, and information about travel of Members of Congress for the purpose of identifying their areas of interests; desk officers with information regarding previous and current travel to their region; Legislative Management Officers with information for determining current and previous travel to particular regions when requested by Congressional offices; and Department principals and Ambassadors-designate with information regarding particular interests of Members of Congress to specific posts or regions. Also see "Routine Uses" paragraphs of Prefatory Statement published in the Federal Register.

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

Electronic media, hard copy.

**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 according to 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 Acting Director; Office of Information Resources Management Programs and Services, Room 1239, Department of State; 2201 C Street, NW, Washington, DC 20520-1239.

**System manager(s) and address:**

Director, Office of Legislative Operations, Bureau of Legislative Affairs, Room 7261, Department of State; 2201 C Street, NW, Washington, DC 20520-7261.

**Notification procedure:**

Individuals who have reason to believe that the Bureau of Legislative Affairs (Congressional Travel Unit) might have travel records pertaining to themselves should write to the Acting Director, Office of Information Resources Management Programs and Services, Room 1239, Department of State, 2201 C Street, NW, Washington, DC 20520-1239. The individual must specify that he/she wishes the Congressional Travel Records to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; dates of travel and the name of the head of the delegation.

**Record access procedures:**

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

**Record source categories:**

These records contain information obtained from the individual, overseas posts, the Bureau of

Legislative Affairs, and Congressional Committee  
staffers.

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

None.