STATE-06

System name:
Coordinator for the Combating of Terrorism Records.

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

Categories of individuals covered by the system:
American citizens involved in terrorist incidents.

Categories of records in the system:
Case files.

Authority for maintenance of the system:
Presidential Memorandum of September 25, 1972 establishing a Cabinet Committee to Combat Terrorism and under it a Working Group.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:
These records are maintained to (1) help maintain an effective response to the international terrorism problem; (2) use as guidelines in cases of future terrorist incidents; and (3) answer correspondence of the Department of State as may be required in the performance of their official duties. The Office of the Coordinator of Combating Terrorism has contracted with the Rand Corporation a study of hostage situations involving American and other officials. In the course of the study, records were made available to Rand. The records may also be used by other outside research contractors having the necessary clearance for studies related to aspects of international terrorism. 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 is indefinite. 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:
Special Assistant to the Secretary and Coordinator for Combating Terrorism Room 5243A, Department of State, 2201 C Street NW, Washington DC 20520.

Notification procedure:
Individuals who have reason to believe that the Office of the Coordinator for Combating Terrorism 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 20250. The individual must specify that he/she wishes the records of the Office of the Coordinator for Combating Terrorism 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 the Office of the Coordinator for the Combating of Terrorism might have 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, Foreign Affairs Document and Reference Center (address above).

Contesting record procedures:
(See above).

Record source categories:
Departmental personnel and medical records; family, friends, colleagues of the individual; intelligence agencies.

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.