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Public Notice 7228

STATE-09

SYSTEM NAME:

Equal Employment Opportunity
Records.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

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

**CATEGORIES OF INDIVIDUALS
COVERED BY THE SYSTEM:**

Employees and applicants for
employment who have filed formal or
informal complaints which allege
discrimination.

**CATEGORIES OF RECORDS IN
THE SYSTEM:**

Investigative reports; employment
applications; biographic information to
include race, color, national origin, sex,
sexual orientation, religion, age,
disability, genetic information; and
employment histories.

**AUTHORITY FOR MAINTENANCE
OF THE SYSTEM:**

42 U.S.C. 2000e; Executive Order
11478, as amended.

PURPOSE(S):

For the investigation, processing and
resolution of formal and informal
complaints of discrimination filed
against the Department of State in
accordance with 29 CFR 1614 and the
Department's internal procedures for
addressing Equal Employment
Opportunity (EEO) complaints.

**ROUTINE USES OF RECORDS
MAINTAINED IN THE SYSTEM,
INCLUDING CATEGORIES
OF USERS AND PURPOSES OF
SUCH USES:**

Records from this system will be
disclosed to other federal agencies for

purposes of investigating, processing,
adjudicating, resolving and litigating
EEO complaints involving more than
one agency, or in situations where the
Department of State has requested that
another federal agency provide
investigative support for an EEO
complaint.

The Department of State periodically
publishes in the Federal
Register its standard routine uses that
apply to all of its Privacy Act systems of
records. These notices appear in the
form of a Prefatory Statement. These
standard routine uses apply to the Equal
Employment Opportunity Records,
State-09.

**DISCLOSURE TO CONSUMER
REPORTING AGENCIES:**

None.

**POLICIES AND PRACTICES FOR
STORING, RETRIEVING,
ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE
SYSTEM:**

STORAGE:

Hard copy and electronic.

RETRIEVABILITY:

By individual name.

SAFEGUARDS:

All users are given cyber security
awareness training which covers the
procedures for handling Sensitive but
Unclassified information, including
personally identifiable information.
Annual refresher training is mandatory.
Before being granted access to Equal
Employment Opportunity Records, a
user must first be granted access to the
Department of State computer system.
Remote access to the Department of
State network from non-Department
owned systems is authorized only
through a Department-approved access
program. Remote access to the network
is configured with the Office of

Management and Budget Memorandum M-07-16 security requirements, which include but are not limited to two-factor authentication and time out function.

All Department of State employees and contractors with authorized access have undergone a thorough background security investigation.

Access to the Department of State, its annexes and posts abroad is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All paper records containing personal information are maintained in secured file cabinets in restricted areas, access to which is limited to authorized personnel only.

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.

When it is determined that a user no longer needs access, the user account is disabled.

RETENTION AND DISPOSAL:

Records are retired or destroyed in accordance with published records disposition schedules of the Department of State and as approved by the National Archives and Records Administration (NARA).

More specific information may be obtained by writing the Director, Office of Information Programs and Services, Department of State, SA-2, 515 22nd Street, NW., Washington, DC 20522-8001.

SYSTEM MANAGER AND ADDRESS:

Director, Office of Civil Rights, Room 7428, Department of State,

2201 C Street, NW., Washington, DC 20520.

NOTIFICATION PROCEDURES:

Individuals who have cause to believe that the Office of Civil Rights might have records pertaining to them should write to the Director, Office of Information Programs and Services, Department of State, SA-2, 515 22nd Street, NW., Washington, DC 20522-8001. The individual must specify that he/she wishes the records of the Office of Civil Rights to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the approximate date upon which the individual filed a formal or informal complaint alleging discrimination or requested other services from the Office of Civil Rights.

RECORD ACCESS AND

AMENDMENT PROCEDURES:

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

CONTESTING RECORD

PROCEDURES:

(See above).

RECORD SOURCE CATEGORIES:

The individual; supervisors of the individual; EEO counselors; EEO personnel; and other employees or individuals having knowledge of the facts involved in the complaint.

SYSTEM EXEMPTED FROM CERTAIN PROVISION OF THE ACT:

Certain records contained within this system of records are exempted from 5 U.S.C. 552a(k)(5). See 22 CFR 171.36.