

STATE-62

System name:

Records of the Office of Citizen Exchanges.

Security classification:

Unclassified.

System location:

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

Categories of individuals covered by the system:

Individuals who have traveled at U.S. government expense under Department of State grants for cultural exchange in the performance of grant requirements.

Categories of records in the system:

Applications for grants that may include applicant's name, address, telephone number, date and place of birth, citizenship, biographic data, education, current position held by grantee, organizational affiliation, grantee organization, grant number, date, destination, and purpose of travel. Other information may include social security number, bank enrollment information, visa applications with passport number, travel itineraries and grantee/post final program reports.

Authority for maintenance of the system:

22 U.S.C. 2651 a (Organization of the Department of State); 22 U.S.C. 3921 (Management of the Foreign Service); 5 U.S.C. 301 (Management of the Department of State); and 22 U.S.C. 2451-58 (Mutual Educational and Cultural Exchange Act of 1961).

Purposes:

The information contained in the Records of the Office of Citizen Exchanges is collected and maintained by the Office of Citizen Exchanges for the implementation of grants for cultural exchange programs.

Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses;

The information relating to American travelers in the Records of the Office of Citizen Exchanges is used:

- For general reference for future programming purposes;
- By judges for the Jazz Ambassador Program to record findings on the technical and artistic ability of the artist;
- For administrative purposes such as requesting visas, enrolling grantee in government health insurance, authorization for deposit of funds to bank accounts and notification of travel arrangements; and

-To disclose information to officials of foreign governments and organizations before a participant is sent to that country in order to facilitate participation in programs and events. 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 retired or destroyed 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: SA-2; Department of State: 515 22nd Street, NW; Washington, DC 20522-6001.

System managers and address:

Director, Cultural Programs Division: Bureau of Educational and Cultural Affairs: Department of State; 301 Fourth Street, SW; Washington, DC 20547.

Notification procedure:

Individuals who have reason to believe that the Office of Citizen Exchanges 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

Records of the Office of Citizen Exchanges 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 Citizen Exchanges 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.

Systems exempted from certain provisions of the act:

None.