

## STATE-45

### **System name :**

Contractors Records.

### **System location :**

Department of State Annex 6, 1700 N. Lynn Street, Arlington, Virginia 22209.

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

Architects; engineers; construction contractors; landscape architects; real estate appraisers.

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

Architect, Engineer, and Related Services Questionnaire; brochures from firms on recently completed projects; routine correspondence with the firm.

### **Authority for maintenance of the system:**

Foreign Service Buildings Act of 1926, as amended.

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

The principal users of this information outside the Department of State are Architectural Advisory Consultants who are under contract to the Office of Foreign Buildings for limited periods of time. See also "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 name of business firm.

#### **Safeguards :**

None. The Office of Foreign Buildings and the individual contractors involved have determined that the information submitted by firms is public knowledge, and is in no need of special security.

#### **Retention and disposal:**

These records are retained for approximately ten years. They are then destroyed or returned to the individual firm, if it so wishes and requests.

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

Deputy Assistant Secretary for Foreign Buildings, Room 335, Department of State Annex 6, 1700 N. Lynn Street, Arlington, Virginia 22209.

#### **Notification procedure:**

Individuals who have reason to believe that the Office of Foreign Buildings 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 Office of Foreign Buildings to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature.

#### **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:**

The individual firm.