

STATE-43

System name:

Congressional Correspondence 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 and their constituents who request Congressional assistance in obtaining information or services from the Department of State.

Categories of records in the system:

Correspondence, memoranda and E-mail messages between Members of Congress, Congressional Committees, and the Department including our posts abroad pertaining to Congressional and constituents' requests for information or services from the Department.

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 service); 5 U.S.C. 301 (Management of the Department of State).

Purpose(s):

The information in this system of records is collected and maintained by the Bureau of Legislative Affairs to fulfill its responsibility to the Congress in tracking Members' correspondence and providing appropriate responses.

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

The information in this system is used:
-to respond to requests from Congress, Congressional Committees or constituents of Members of Congress for information or services from the Department; and
-to provide Department principals with information regarding trends or particular interests of Members of Congress or their constituents.

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:

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 [*29626] accordance with published records 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 manager(s) and address:

Director, Office of Legislative Operations;
Department of State; 2201 C Street, NW;
Washington, DC 20520.

Notification procedure:

Individuals who have reason to believe that the Bureau of Legislative Affairs might have records pertaining to themselves should write to the Director; Office of IRM Programs and Services; SA-2; Department of State; 515 22nd Street, NW; Washington, DC 20522-6001. The individual must specify that he/she wishes the Congressional Correspondence Records to be checked. At a minimum, the individual signature and preferably, his/her social security number.

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 from Members of Congress, constituents who requested assistance, and substantive responding offices.

Systems exempted from certain provisions of the act:

None.