

STATE-46

System name :

Fine Arts Records.

System location :

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

Categories of individuals covered by the system:

Donors, lenders, contributors and possible contributors to Fine Arts projects; museum curators and dealers with whom the Fine Arts Office corresponds.

Categories of records in the system:

Correspondence between donors and lenders; research material on objects.

Authority for maintenance of the system:

22 U.S.C. 811a.

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

Information is made available upon request to other government agencies having statutory or other lawful authority to maintain such information. See also "Routine Uses" paragraphs of the 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:

These records are continuously maintained and never destroyed, as they do not go out of date.

System manager(s) and address:

Curator, Diplomatic Receptions, Room 8213,
Department of State, 2201 C Street NW,
Washington, DC 20520.

Notification procedure:

Individuals who have reason to believe that the Fine Arts Office 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 Fine Arts Office 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 which give the individual cause to believe that the Fine Arts Office might have records on 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:

The individual.