

STATE-33

System name :

Protocol Records.

System location :

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

Categories of individuals covered by the system:

Individuals receiving gifts/decorations from foreign governments; individuals invited to official state functions.

Categories of records in the system:

Description of gifts/decorations received from foreign governments; donors; guest lists; type of function; address and occupation of the individual; sample invitations.

Authority for maintenance of the system:

22 U.S.C. 2621-2625.

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

The information contained in these records is used as an accounting of those U.S. government officials receiving gifts/decorations from foreign governments and to record for historical purposes the names of those individuals invited to and attending official state functions. The principal users of this information outside the Department of State are: The Executive Office of the President; Congress; media organizations; the general public. The information may also be released to other government agencies having statutory or other lawful authority to maintain such information. Also see "Routine Uses" paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Hard copy; microfilm.

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 employees.

Retention and disposal:

These records are retained permanently. They are retired in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address:

Assistant Chief of Protocol for Administration, Room 1238, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure:

Individuals who have reason to believe that the Office of Protocol 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 Protocol 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, including the approximate dates, which give the individual cause to believe that the Office of Protocol might have records pertaining to him or her.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to themselves should write the Director, Foreign Affairs Document and Reference Center (address above).

Contesting record procedures:

(See above).

Record source categories:

The individual; employers; public references; other officials in the Department of State; other government agencies; other public and professional institutions possessing relevant information.