

Volume 75, Number 211
November 2, 2010
Public Notice: 7221

STATE-40

SYSTEM NAME:

Employee Contact Records.

SECURITY CLASSIFICATION:

Sensitive but Unclassified (SBU).

SYSTEM LOCATION:

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

**CATEGORIES OF INDIVIDUALS
COVERED BY THE SYSTEM:**

All Foreign Service, Civil Service,
Locally Employed Staff and contract
employees of the Department of State.

**CATEGORIES OF RECORDS IN
THE SYSTEM:**

This system contains the following
employee contact information: name,
office contact information, personal
contact information, employee-
designated emergency contact
information and employment type
(government or contractor).

**AUTHORITY FOR MAINTENANCE
OF THE SYSTEM:**

5 U.S.C. 301 (Management of the
Department of State); 22 U.S.C.
2581 (General Authority of Secretary of
State); 22 U.S.C 2651a (Organization of
the Department of State); 5 U.S.C. 301,
22 U.S.C. 2581; National Security
Presidential Directive (NSPD)-
51/Homeland Security Presidential
Directive (HSPD)-20 (May 4, 2007);
National Continuity Policy
Implementation Plan (August 2007); and
Federal Continuity Directive 1 (February
2008).

PURPOSE(S):

The public and non-public information
contained in the system is collected and
maintained by the Department and is (1)
used to develop the official locator
directories for all personnel; and/or (2)

used to communicate with employees in
the event of an emergency in which
designated contact information will be
used; and/or (3) communicate with
employee-designated emergency
contact.

**ROUTINE USES OF RECORDS
MAINTAINED IN THE SYSTEM,
INCLUDING CATEGORIES
OF USERS AND PURPOSES OF
SUCH USES:**

The Department of State periodically
publishes in the Federal
Register its standard routine uses that
apply to all of its Privacy Act systems of
records. The notices appear in the form
of a Prefatory Statement. All standard
routine uses apply to the Employee
Contact Records, State-40.

**POLICIES AND PRACTICES FOR
STORING, RETRIEVING,
ACCESSING, RETAINING AND
DISPOSING OF RECORDS IN THE
SYSTEM:**

STORAGE:

Electronic media.

RETRIEVABILITY:

Individual's name.

SAFEGUARDS:

All users are given cyber security
awareness training which covers the
procedures for handling Sensitive but
Unclassified information, including
personally identifiable information.
Annual refresher training is mandatory.
Before being granted access to
Employee Contact Records, a user must
first be granted access to the Department
of State computer network. Remote
access to the Department of State
network from non-Department owned
systems is authorized only through a
Department approved access program.
Remote access to the network is
configured in accordance with the Office
of Management and Budget

Memorandum M-07-16 security requirements, which includes but is not limited to two-factor authentication and time out function.

All users with authorized access have undergone a thorough security background investigation. Access to the Department of State, its annexes and posts abroad is controlled by security guards and admission is limited to those individuals possessing a valid Department of State identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets in restricted areas, access to which is limited to authorized personnel only. 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. When it is determined that a user no longer needs access, the user account is disabled.

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 (NARA). More specific information may be obtained by writing to the Director; Office of Information Programs and Services (A/GIS/IPS); SA-2; Department of State; 515 22nd Street, NW.; Washington, DC 20522-8001 or by fax at 202-261-8571.

SYSTEM MANAGER AND ADDRESS:

Bureau of Administration, Office of Emergency Management, Planning and

Preparedness Division, 2430 E Street NW., Washington, DC 20520.

Bureau of Information Resource Management, Enterprise Resource Management, 2201 C Street, NW., Washington, DC 20520.

NOTIFICATION PROCEDURE:

Individuals who have cause to believe that the Employee Contact Records might have records pertaining to them should write to the Director; Office of Information Programs and Services (A/GIS/IPS); Department of State; SA-2; 515 22nd Street, NW.; Washington, DC 20522-8001. The individual must specify that he/she requests that the records of the Employee Contact Records be checked.

RECORD ACCESS AND

AMENDMENT PROCEDURES:

Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Office of Information Programs and Services (address above).

CONTESTING RECORD

PROCEDURES:

(See above).

RECORD SOURCE CATEGORIES:

The information is compiled directly from the individual and from Department automated sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.