

## UNITED STATES INFORMATION AGENCY

### Privacy Act of 1974: Republication of Notice of Systems of Records

**AGENCY:** United States Information Agency.

**ACTION:** Republication of Notice of Systems of Records.

**SUMMARY:** This document republishes in full the United States Information Agency's Systems of Records maintained under the Privacy Act of 1974 (5 U.S.C. 552a), as amended. It will update and replace the United States Information Agency section in the Federal Register's Privacy Act Issuances, 1995 Compilation.

This update and replacement was made necessary by changes during the United States information Agency's reorganization and realignment of functions and responsibilities within the Agency.

**DATES:** Effective date: Unless otherwise noted in the Federal Register, this notice shall become final on April 16, 1997. Persons wishing to comment on the newly published systems may do so by April 7, 1997.

**ADDRESSES:** Send comments to Les Jin, General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**FOR FURTHER INFORMATION CONTACT:** Lola Secora, Chief, FOIA/Privacy Act Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

#### United States Information Agency

**Narrative Statement:** The United States Information Agency (USIA) is republishing its entire systems of records in order to update and replace the 1990 compilation. This update is necessary because of USIA's reorganization and realignment of functions.

The authority for maintaining these systems is the Privacy Act of 1974, as amended, 5 U.S.C. 552a.

It is hoped that the reprinting of USIA's systems of records will better enable individuals to determine if there may be records about them maintained by the Agency. Additionally, the reprinting of the Agency's systems notices has reemphasized to Agency personnel the importance of protecting and regulating the collection, maintenance, use and dissemination of personal information.

There have been no routine uses added or subtracted to this republication of USIA's systems notices.

OMB clearance is pending; the "Republication of Notice of Systems of

Records" was submitted to OMB on November 7, 1996. The new systems notices will be published 40 days from that date.

**SUPPLEMENTARY INFORMATION:** The Privacy Act of 1974, as amended, is a Federal law, only. It requires Federal agencies to limit the manner in which they collect, use and disclose information about individuals, but only if they are American citizens or resident aliens. The Privacy Act provides that, upon request, an individual has the right to access any record maintained on her/him in an agency's files. The Privacy Act requires each agency to publish in the Federal Register the existence and character of each system of records it maintains and the routine uses of the records contained in each system, so that an individual may be able to more easily find those files within an agency where records about them may be located.

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#### USIA-1

##### SYSTEM NAME:

IBB Director's Executive Secretariat Files—B.

##### SYSTEM LOCATION:

International Broadcasting (IBB) Bureau Director's Office, Executive Secretariat, 330 Independence Avenue, SW, Washington, DC 20547.

##### SECURITY CLASSIFICATION:

None.

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

Members of the White House Staff, Members of Congress and their staff, heads of other executive agencies of the Federal government and members of the general public.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence addressed to the Director of IBB, as well as the Director of USIA, and copies of responses to requests for reports, information and/or assistance of various kinds prepared by the IBB Director of designated representative.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Records Act of 1950, as amended, 44 U.S.C. 3101-3167; Records Disposal Act of 1943, as amended, 44 U.S.C. 3301-3314.

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

Reference file to provide oversight of the flow of requests of the IBB Director for reports on programming effectiveness of IBB broadcasts, information and/or assistance of various kinds, and to monitor the accomplishment of responses to such requests.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the IBB and the USIA as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Records are stored in a computer maintained by and located within the IBB Secretariat and maintained as paper records in file folders in the Secretariat.

**RETRIEVABILITY:**

Records are cross-indexed by individual name, organization, subject file and by computer reference number.

**SAFEGUARDS:**

Computer records are accessible only to authorized employees of the IBB Director's staff. Paper records are kept in locked file cabinets which are contained in a secure area.

**RETENTION AND DISPOSAL:**

Records are maintained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Supervisory Staff Analyst, Executive Secretariat, IBB, USIA, 330 Independence Avenue, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Executive Secretariat, IBB, USIA, 330 Independence Avenue, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing

determinations by the individual concerned.

**RECORD SOURCE CATEGORIES:**

Unsolicited correspondence from U.S. Government officials and members of the general public addressed to the Director of the VOA of the Director of the USIA concerning VOA.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4), (g), (h) and (f). See 22 CFR 505.15.

**USIA-2****SYSTEM NAME:**

Contract Talent Vendor Files—B/PA.

**SYSTEM LOCATION:**

International Broadcasting Bureau (IBB), United States Information Agency (USIA), Cohen Building, 330 Independence Avenue, SW, Washington, DC 20547. IBB, USIA, Switzer Building, 330 C Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Individual documents up to Confidential.

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

All contract talent vendors who perform free-lance services for the International Broadcasting Bureau (IBB).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records and information pertaining to the testing and qualification of vendors; security clearance applications and approvals; copies of contracts, and detailed record of services performed by vendors and payments made by IBB for these services.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Public Law 80-402; United States Information and Educational Exchange Act of 1948, as amended.

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

Provide necessary reference information for use by IBB administrative offices in meeting their daily responsibilities of advising on and coordinating programming and fiscal activities relating to contracting in free-lance talent vendors.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or

agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Information is retained in document form in file folders and in automated data base system.

**RETRIEVABILITY:**

Document and computer files are indexed by vendor's name.

**SAFEGUARDS:**

Document files are locked in security-approved file cabinets. Computer records require appropriate password to gain access. General access to files is permitted only to administrative staffs and other top management officials having a need to know such information in the normal performance of their duties.

**RETENTION AND DISPOSAL:**

Files are retained for three to four years after last date of services rendered by vendor, after which time files are then destroyed in accordance with established USIA records disposition procedures.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director of Administration, International Broadcasting Bureau (IBB), USIA, Cohen Building, 330 Independence Avenue, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director of Administration, International Broadcasting Bureau (IBB), USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appeal in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Information is received from vendor (application forms); from USIA Security Office (approval of security clearance

request); from documents generated through the normal process of using a vendor and making payments for services rendered (purchase orders and payment records).

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-3**

**SYSTEM NAME:**

Employee Personnel Files—B/PA.

**SYSTEM LOCATION:**

International Broadcasting Bureau (IBBB), United States Information Agency (USIA), Cohen Building, 330 Independence Avenue, SW., Washington DC. 20547.

**SECURITY CLASSIFICATION:**

Individual documents up to Confidential.

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

International Broadcasting Bureau (IBB) domestic employees and overseas American employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records and information pertaining to the testing, recruitment and appointment of employees (application forms, fiscal documents covering related expenses); records concerning post-appointment changes in employee skills, qualifications, and experience; copies of SF-50 "Notice of Personnel Action" and payroll change slips.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Public Law 80-402, United States Information and Exchange Act of 1948, as amended.

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

Files maintained for convenience due to physical separation from Personnel Office; provide necessary background/reference information for use by IBB Administrative Offices in meeting their daily responsibilities of advising on and coordinating programming, personnel and fiscal activities relating to recruitment, hiring and employment of staff employees. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties. Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

All information is retained in document form in file folders and is retained electronically.

**RETRIEVABILITY:**

Files are indexed alphabetically by employee name.

**SAFEGUARDS:**

All files are locked in security-approved file cabinets, automated systems require appropriate security procedures for access. Access to files is permitted only to administrative staffs and other top management officials having a need to know such information in the normal performance of their duties.

**RETENTION AND DISPOSAL:**

Files may be retained for up to two years then destroyed in accordance with established USIA records disposal procedures. Copies of documents for which originals exist in Office of Personnel Folders and which are removed from official personnel folders when an employee resigns, are also removed from administrative files and destroyed.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director of Personnel, International Broadcasting Bureau (IBB), United States Information Agency (USIA), Cohen Building, 330 Independence Avenue, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director of Personnel, International Broadcasting Bureau (IBB), United States Information Agency (USIA), Cohen Building, 330 Independence Avenue, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR Part 505.

**RECORD SOURCE CATEGORIES:**

Information is received from employees (application forms); from employees' supervisors (employees' experience, performance, and

recommendations for promotions, etc.); from organizational personnel and fiscal elements (SF 50 personnel actions, payroll change clips, etc.).

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-4**

**SYSTEM NAME:**

Congressional Liaison—CL.

**SYSTEM LOCATION:**

Office of Congressional Liaison, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None for the system. However, portions of the records are classified at the level of confidential and secret.

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

Current and former Members of Congress and their staffs.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Incoming and outgoing correspondence to Members of Congress, including requests for information and referral of job applicants by Members. Also included are Agency records, cables and memorandums dealing with individual Members and congressional staff and their involvement in Agency programs.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Records Act of 1950, as amended, 44 U.S.C. 3101.

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

Reference file for oversight of Congressional reports. Also see Prefatory Statement of General Routine Uses. Information is made available on a need-to-know basis to personnel of the U.S. Information Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper records in file folders and data base storage in mainframe computer system.

**RETRIEVABILITY:**

Indexed alphabetically by individual name.

**SAFEGUARDS:**

Maintained in bar-lock file cabinets and data base access is password

controlled at several levels of access by authorized personnel as determined by the Director of USIA.

**RETENTION AND DISPOSAL:**

Records are kept in active status as long as the individual is a Member of Congress or the files are of active interest. Thereafter, the records become inactive but are still maintained.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Congressional Liaison, USIA, 301 4th Street, SW, Washington DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Congressional Liaison, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/PA Unit, Office of General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD CATEGORIES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appeal in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Communications from Members of Congress and copies of responses generated by various Agency personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-5**

**SYSTEM NAME:**

Director's Secretariat Staff Files—D/SS.

**SYSTEM LOCATION:**

Executive Secretariat, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Some documents may be classified confidential, secret and top secret.

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

Members of the White House Staff, Members of Congress, heads of other executive agencies of the Federal Government, Federal Judges and members of the general public.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Correspondence addressed to the Director of USIA, and copies of responses to requests for reports,

information and/or assistance of various kinds prepared by the Director or her/his designated representative.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Federal Records Act of 1950, as amended, 44 U.S.C. 3101-3107; Records Disposal Act of 1943, as amended. 4 U.S.C. 3301-3314.

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

Reference file to provide oversight of the flow of requests to the USIA Director for reports, information and/or assistance of various kinds' and to monitor the accomplishment of responses to such requests. Also see Prefatory Statement of General Routine Uses. Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Records are stored in a computer maintained by and located within the USIA and maintained as paper records in file folders in USIA.

**RETRIEVABILITY:**

Records are cross-indexed by individual names, titles, agencies and by computer reference number.

**SAFEGUARDS:**

Computer records are accessible only to authorized employees of the USIA or the Department of State. Paper records are kept in locked file cabinets.

**RETENTION AND DISPOSAL:**

Records are maintained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Executive Secretary, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Executive Secretary, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to the Director, FOIA/Privacy Act Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Unsolicited correspondence from U.S. Government officials and members of the general public addressed to the Director, USIA.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Certain records contained within this system of records may be exempted from 5 U.S.C. 522a (c)(3), (d), (e)(1), (e)(4) (G), (H) and (f). See 22 CFR, Ch. V, § 505.15.

**USIA-6**

**SYSTEM NAME:**

Educational and Cultural Exchange Program—E.

**SYSTEM LOCATION:**

Bureau of Educational and Cultural Affairs, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Confidential.

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

Applicants, recipients, and prospective recipients of Educational and Cultural Exchange grants; members of the J. William Fulbright Foreign Scholarship Board; American Executive Secretaries of Fulbright Foundations and Commissions; individuals who may be asked to participate in educational advising workshops.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Biographic information; project descriptions; evaluations of the performances of former grantees; evaluations of performing artists who may be potential grantees; copies of press releases; news clippings; information related to the grant; related correspondence; academic transcripts; letters of reference.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Mutual Educational and Cultural Exchange Act of 1961; 22 U.S.C. 2451-58; 22 U.S.C. 2054-57; 22 U.S.C. 1431.

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

The primary function of the Educational and Cultural Exchange Program records is the aiding in the selection of individuals for educational and cultural exchange grants and for the administration of such grants.

Information from these records is also used to develop statistics for use in the operation of the exchange program. The principal users of this information outside USIA are: Office of Personnel Management; Congress; the news media; relative of the grantee trying to reach the individual for bona fide personal reasons; the grantee. In connection with the selection process, information may be released to Binational Commissions; the J. William Fulbright Foreign Scholarship Board; foreign host institutions; contract agencies. Fulbright-Hays alumni names and addresses may be made available to American institutions, organizations or individuals assisting in the organizing and functioning of an association of alumni of the exchange program. Excerpts from the files may be used by non-governmental panels of experts in rating candidates. This information may also be released to other government agencies having statutory or other lawful authority to maintain such information.

Also see Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Hard copy; magnetic computer media.

**RETRIEVABILITY:**

By name of the individual.

**SAFEGUARDS:**

Records are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel.

**RETENTION AND DISPOSAL:**

Retention of these records varies from 3 years to an indefinite period of time, depending upon the specific kind of record involved. Records of non-recommended candidates are only maintained for up to 12 months after submission of the application. They are retired or destroyed in accordance with published schedules of the USIA.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Director, Bureau of Educational and Cultural Affairs, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Associate Director, Bureau of Educational and Cultural Affairs, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORDS PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

The individual public reference; other offices within the other government agencies; other public and professional institutions possessing relevant information.

**EXEMPTION CLAIMED FOR THE SYSTEM:**

Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (F).

**USIA-7**

**SYSTEM NAME:**

Office of Arts America—E/D.

**SYSTEM LOCATION:**

Office of Arts America, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Individuals who have traveled at U.S. Government expense under USIA Private Sector grants in the performance of grant requirements and biographic information on individuals nominated for the Agency's Artistic Ambassador Program from eligible graduate music schools and conservatories in the United States.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, position, organizational affiliation, grantee organization, grant number, date, destination, purpose of travel; biographic data where nominee will perform, nominee's repertoire, past concerts and performances, address, telephone number, education, date and place of birth and citizenship.

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

The information relating to American Travelers in this system will be used to compile an annual report for the Speaker of the House of Representatives

and the Chairman of the Senate Foreign Relations Committee as required by Pub. L. 98-164. This file has no other use. Users of this file will be employees of the USIA Office of Arts America having a need to access the information.

The Artistic Ambassador Program file will be used by employees of the USIA Office of Arts America in performance of their duties and by judges to record information on the technical and artistic ability of the artist, which information is ultimately used in selecting winners of competition.

Also see Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Information will be maintained in a word processor on list processing with limited access and in file folders under individual names.

**RETRIEVABILITY:**

records are retrieved by name and organizational affiliation.

**SAFEGUARDS:**

Records of American travelers are maintained on a word processor located in the USIA Office of Arts America and are password protected so that the file can only be accessed by employees having a need to obtain information which is available only in the file.

**RETENTION AND DISPOSAL:**

Files will be retained for a minimum of 5 years but no longer than 7 years, at which time they will be disposed of in accordance with the USIA Disposition Schedule.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Arts America (E/D), USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Office of Arts American, E/D, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing

determinations by the individual concerned appear in CFR part 505.

**RECORD SOURCE CATEGORIES:**

Information obtained from grantee organizations and individual grantee.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-8**

**SYSTEM NAME:**

Cultural Property Advisory Committee—E/ZC.

**SYSTEM LOCATION:**

Cultural Property Advisory Committee, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Current and former members of the Cultural Property Advisory Committee. The Committee is comprised of experts in the international sale of cultural property; experts in archaeology, anthropology, ethnology or related fields; representatives of museums; and representatives of the general public. They are private citizens appointed by the President to three year terms.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel, correspondence, travel. Incorporated therein are curriculum vitae, correspondence between staff and members of the Committee, travel and other documents generated during the members' service on the Committee. Some documents are duplicated by other agency elements, some are not.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Records Act of 1950, as amended, 44 U.S.C. 3101.

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

The information relating to Committee members in this system is used by the Committee staff. Also records may be used, on a need-to-know basis, by USIA's administrative, personnel and security offices; and, by the Director of USIA who may wish to make recommendations to White House Personnel regarding appointments to the Committee.

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

**STORAGE:**

Information is stored in file folders under individuals' names.

**RETRIEVABILITY:**

Records are indexed alphabetically by individual name under three separate categories: personnel; correspondence; and travel.

**SAFEGUARDS:**

Records are maintained in bar-lock file cabinets.

**RETENTION AND DISPOSAL:**

Records are kept in active status as long as the Committee member serves. Thereafter, the records become inactive but are maintained until they are disposed of in accordance with the USIA disposition schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Executive Director, Cultural Property Advisory Committee (E/PAC); USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Executive Director, Cultural Property Advisory Committee (E/ZC); USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

To request another individual's file the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURE:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Some information is obtained from individual Committee members, some is staff/Agency generated, and some is obtained from the White House.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-9**

**SYSTEM NAME:**

Employee Statements of Financial Interest and Confidential Statements of Employment and Financial Interest—GC.

**SYSTEM LOCATION:**

Office of the General Counsel, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None for the system. However, some documents may be classified confidential.

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

Experts or consultants, employees, paid at the Executive Schedule level; employees classified at GS-13, and the Foreign Service equivalent or above, who are in positions of responsibility for a government decision or taking a government action in regard to: (1) Contracting or procurement; (2) administering or monitoring grants or subsidies; (3) regulating or auditing private or other non-Federal enterprise; (4) required to report employment and financial interest in order to avoid possible conflicts of interest.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Statements of personal and family shareholdings and other interest in business enterprises; copies of blind trust and other agreements pertaining to such interests; correspondence as to insulation of control of conflicts of interests; opinions of counsel, including recommendations on waivers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Executive Order (E.O.) 11222; 5 U.S.C. 7301; 18 U.S.C. 208; Ethics in Government Act of 1948, as amended.

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

Review by Assistant General Counsel for possible conflict of interest. Provide necessary reference information should allegations of conflicts of interest arise. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in performance of their official duties.

Information in Confidential Statements of Employment and Financial Interest is not normally made available to individuals or agencies outside USIA, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information. Information in Statements of Financial Interest is generally subject to public disclosure.

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

**STORAGE:**

Paper records in file folders.

**RETRIEVABILITY:**

Alphabetically by name and by Agency element or geographic area.

**SAFEGUARDS:**

Maintained in bar-lock cabinets.

**RETENTION AND DISPOSAL:**

Disposed of six years after employee leaves a position in which a statement is required.

**SYSTEM MANAGER(S) AND ADDRESS:**

General Counsel, USIA, 301 4th Street, SW, Washington, DC 02547.

**NOTIFICATION OF PROCEDURE:**

General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

To request another individual's Confidential Statement, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

From the individual who filed the statement.

**EXEMPTIONS CLAIMED BY THE SYSTEM:**

Not applicable.

**USIA-10****SYSTEM NAME:**

Legal Files—GC.

**SYSTEM LOCATION:**

United States Information Agency (USIA), Office of the General Counsel, 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None for the system. However, some documents may be classified confidential.

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

Individuals who have filed grievances or discrimination complaints; employees separated or considered for separation for cause; officers selected out; individuals taking legal action against the Agency or its employees; tort claimants and accident victims; employees and related persons for whom legislative action is sought; personal property loss claimants; employees and applicants raising legal issues concerning rights or benefits.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Investigatory reports; litigation reports; pre-hearing and trial prefatory material; evidence for discovery and submission to hearing officers or courts; pleadings, briefs, transcripts, decisions and other related documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Federal Records Act, as amended, 44 U.S.C. 3101.

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

To represent the Agency in claims and other actions; to issue legal opinions or determinations on further Agency action. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

The principal users of this information outside the Agency are the Department of Justice, Department of State, Office of Personnel Management, Foreign Service Grievance Board and the Employee Management Relations Committee.

Records contained in these files may be released to agencies outside the USIA who have statutory or other lawful authority to maintain such information.

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

Paper records in file folders.

**RETRIEVABILITY:**

By the name of the individual and the nature of the legal action.

**SAFEGUARDS:**

Maintained in locked file cabinets.

**RETENTION AND DISPOSAL:**

Records may be retained indefinitely or disposed of when no longer useful or current.

**SYSTEM MANAGER(S) AND ADDRESS:**

General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

To request another individual's Confidential Statement, the requester

must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Information provided by the individual and their attorneys or representatives, and by employees of the Agency; information produced in the processing of a claim, grievance, legal action or issue.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552 a(k)(2) and (k)(5), all investigatory material in the record which meets the criteria of these subsections is exempted from the notice, access and contest requirements (under 5 U.S.C. 552a (c)(3), (d)(e)(1), (e)(4) (G), (H) and (I) and (f) of the Agency regulations) in order for the Agency's legal staff to properly perform its functions. See also 22 CFR 505.15.

**USIA-11****SYSTEM NAME:**

Recruitment Records—GC.

**SYSTEM LOCATION:**

Office of the General Counsel, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Applicants for legal and summer intern positions.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Inquiries from attorneys and law students seeking employment with the Office of the General Counsel, resumes and responses to inquiries.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Records Act of 1950, as amended, 44 U.S.C. 3101.

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

For reference and screening of candidates for vacancies on the Agency's legal staff.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the Agency, as may be required in the performance of their official duties.

Information in these records is not normally made available to individuals

or agencies outside the USIA, although it may be released to other agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper records in the file folders.

**RETRIEVABILITY:**

Filed alphabetically by name.

**SAFEGUARDS:**

Maintained in locked file cabinets.

**RETENTION AND DISPOSAL:**

Records may be retained indefinitely or disposed of when no longer useful or current.

**SYSTEM MANAGER(S) AND ADDRESS:**

Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Unsolicited inquiries and job applications received from individuals who are seeking employment with USIA's legal staff.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-12**

**SYSTEM NAME:**

Privacy and Freedom of Information Acts Files—GC/FOI.

**SYSTEM LOCATION:**

Office of the General Counsel, FOIA/PA Unit, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Some documents may be classified Confidential, Secret and Top Secret.

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

Individuals who have requested documents, records or other information

concerning themselves from the Agency pursuant to the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal information that may be contained in reports, memoranda, letters, or any other official or unofficial documents that are relevant to the requests.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552a and 5 U.S.C. 552.

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

For processing of requests received pursuant to the Privacy Act and the Freedom of Information Act.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper records in file folders and electronically.

**RETRIEVABILITY:**

By name of individual or personal identifier.

**SAFEGUARDS:**

Records are under surveillance by authorized employees during working hours and are stored in combination-lock cabinets and combination-lock file rooms when not in use.

**RETENTION AND DISPOSAL:**

Retired and destroyed in accordance with record disposition schedules of the USIA.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, FOIA/Privacy Act Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURES:**

Chief, FOIA/Privacy Act Unit, Office of General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individual should be addressed to: Chief, FOIA/Privacy Act

Unit, Office of the General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The right to contest records is limited to information which is incomplete, irrelevant, incorrect or untimely. An individual may contact the following official in order to request correction of or amendment to the individual's records: Chief, FOIA/Privacy Act Unit, Office of General Counsel, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD SOURCE CATEGORIES:**

Compiled as a result of requests under the Privacy Act and the Freedom of Information Act.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Certain records contained within the system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (c)(4) (G), (H), (I) and (f). See 22 CFR 505.15.

**USIA-13**

**SYSTEM NAME:**

Service Contributors—I/G.

**SYSTEM LOCATION:**

U.S. Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Free-lance writers and translators who are available to USIA on an intermittent, fixed-fee basis to perform services for the Agency and authors of newspaper and magazine articles.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Copies of purchase orders issued to contributors; addresses, phone numbers, specialities of contributors; data on number of time contributors have been used and fees paid for services.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM**

IAPR-191.103 issued under authority of 5 U.S.C., Chap. 3 and Federal Property and Administrative Services Act of 1949 (Pub.L. 152, 81st Congress), as amended.

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

Reference material used to select writers, as required, to provide coverage of newsworthy events, such as interviews, with foreign visitors and



students, and coverage of conferences; used to check on completion of assignment before payment for services is approved; for office reference in identifying articles, locating authors.

Information is made available on a need-to-know basis to personnel of USIA as may be required in the performance of their official duties.

Information in these files is not normally available to individuals or agencies outside the Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Purchase order paper records in file folders.

**RETRIEVABILITY:**

By name and geographic location of the contribution; author files maintained alphabetically by name.

**SAFEGUARDS:**

Maintained in locked file cabinets.

**RETENTION AND DISPOSAL:**

Purchase orders retained for two years and then destroyed. Names, addresses and phone numbers retained until contributor is no longer available.

**SYSTEM MANAGER(S) AND ADDRESS:**

Executive Office, Press and Publications Services, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Referrals by city editors of local newspapers; other free-lance contributors; data on authors obtained from the newspaper or magazine article in which the original article appeared, from the author directly or from standard references such as "Who's Who" and "Editor and Publisher."

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-14**

**SYSTEM NAME:**

Speaker Databank/Name—I/T.

**SYSTEM LOCATION:**

Office of Thematic Programs, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

American specialists and experts in a variety of fields who have participated or been considered for participation in the Speaker/Specialist Programs.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

A typical file contains the following information on or about speakers and prospective speakers in the Speaker/Specialist Program administered by USIA: Biographic data including education and professional experience, countries visited, travel dates, Grant Authorization number and type, cost, fiscal year, correspondence between the speaker and I/T, and communications between the Agency and its overseas posts regarding the speaker's participation in the program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Executive Order 11034, as amended.

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

Speakers Databank is maintained as a historical record of the Speaker/Specialist Program. Both the Speaker Databank and the files are used routinely by program development officers, program assistants and clerical personnel in the daily conduct of the Speaker/Specialist Program. They are occasionally consulted by other Agency personnel for such purposes as preparing advance publicity on speakers who will lecture abroad under USIA auspices.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

The Speaker Databank is maintained on a personal computer. The files are stored in individual folders by name and consist of the types of information specified under "Categories of Records."

**RETRIEVABILITY:**

Information can be retrieved from the Speaker Databank as needed. File folders are indexed alphabetically by name.

**SAFEGUARDS:**

The files are kept in locked file cabinets, and when open during office hours are always tended by one or more employees. Only appropriate personnel are allowed to consult these files routinely. Other Agency personnel interested are allowed to consult them only for legitimate speaker recruitment activities. U.S. Government personnel other than USIA very rarely seek access to these files. When then do, they are asked to produce specific identification and justification.

**RETENTION AND DISPOSAL:**

These records are normally maintained for approximately three years. Afterward, they are retired to the USIA archives for a period of from 5-7 years.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Director for programs, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Associate Director for Programs, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Without significant exceptions, the information on individuals maintained in these files has come from the individual concerned or, occasionally, from others at the request of that individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-15****SYSTEM NAME:**

Electronic Media Photographer—I/TEM.

**SYSTEM LOCATION:**

Press and Publications Service, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Free-lance photographers and picture agents.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal data on free-lance photographers and picture agents such as name, address, telephone number, prices charged for products and services, specialities, availability of rights, evaluations of previous USIA assignments and purchases.

**AUTHORITY FOR MAINTANCE OF THE SYSTEM:**

Federal Records Act of 1950, as amended, 44 U.S.C. 3101.

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

To select photographers for specific assignments; to acquire existing pictures; for general photo research—all for use in the Agency's overseas information program. Also see Prefactor Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Card file and paper records in file folders.

**RETRIEVABILITY**

Indexed alphabetically by individual name.

**SAFEGUARDS:**

Maintained in desk drawers and locked file cabinets.

**RETENTION AND DISPOSAL:**

Records are maintained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Press and publications Service, USIA 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Press and Publications Service, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Request from individuals should be addresses to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

From the individual's concerned; from publications; photo agencies, and photographer associations.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-16****SYSTEM NAME:**

Employee Parking USIA—M/A.

**SYSTEM LOCATION:**

Office of Administration, Bureau of Management, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Agency employees assigned USIA controlled parking spaces; employees awaiting assignment of vacated parking spaces.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Names, office locations and telephone number of employees assigned parking space; participants in carpools; records on employees with physical handicaps and doctors or others to contact in case of emergency; waiting list of employees desiring assignment of official parking space.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Code of Federal Regulations (41 CFR part 101) prescribing regulations regarding the use of federally controlled parking spaces.

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

Assignment of parking space to Agency executives; to assure fairness in the assignment of parking space to employees and to give priority to the handicapped and to carpools. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel to the USIA as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

**POLICIES AND PRACTICES AND STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS BY THE SYSTEM:****STORAGE:**

Paper records maintained in file folders and word processing lists in mainframe computer system.

**RETRIEVABILITY:**

By name of the employee.

**SAFEGUARDS:**

Maintained in bar-lock cabinets and computer access is password controlled.

**RETENTION AND DISPOSAL:**

Records destroyed three months after employee relinquishes assigned parking space or is separated from the Agency. GRS-11.4(a).

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Administration, United States Information Agency (USIA), 301 4th Street, SW, Rm. 618, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Office of Administration, United States Information Agency (USIA), 301 4th Street, SW, Rm. 618, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURE:**

The Agency's rules for access and for contesting contents and appealing initial determination by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Information obtained from individuals concerned, and responses generated by various Agency personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-17****SYSTEM NAME:**

Mailing Lists—M/ADM.

**SYSTEM LOCATION:**

Office of Administration, Mail and Telephone Branch, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

USIA/USIA domestic and Foreign Service Officers; radio station managers and technicians, foreign correspondents; American and foreign diplomats; librarians; scholars; Members of Congress; Information counselors of other Federal agencies and the military; officers of international organizations; American journalists; newspaper and magazine editors and publishers; public relations officers; musicians; historians.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records contain name, address, occupation, title and profession of individuals who need to have access to, or have requested information concerning: Agency publication; news pictures; reports on current issues and other reports; messages for overseas distribution; press releases; USIA Manual of Operations and Administration.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Public Law 402.

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

Mailing lists are used by Agency elements to distribute printed materials to Agency personnel who need access to such information in the performance of their duties, and to members of the public listed under Categories of Individuals Covered by the System as shown above who have requested such information or who have a professional need and interest in acquiring such information. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Computer database.

**RETRIEVABILITY:**

By code number of the distribution list and the subject matter of the printed material, and then by name arranged alphabetically.

**SAFEGUARDS:**

Computer Security System.

**RETENTION AND DISPOSAL:**

Records of database are updated frequently.

**SYSTEM MANAGERS AND ADDRESS:**

Chief, Mail and Telephone Branch, USIA, 301 4th Street, SW, Rm. 146, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Mail and Telephone Branch, USIA, 301 4th Street, SW, Rm. 146, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

From the individual concerned and from public documents such as Congressional and professional directories and journals.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-18****SYSTEM NAME:**

Official Travel Records—M/ADT.

**SYSTEM LOCATION:**

Office of Administration, Travel and Transportation Branch, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Past and present USIA employees and private citizens who have traveled under Agency auspices.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(a) Travel documents and correspondence relating to shipment and storage of personal effects and automobiles; (b) records of active passports and visa requests from foreign embassies; and (c) records of temporary duty travel.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Supplemental Appropriation Act of 1995, Public Law 663, S1331 (82 Congress) (31 U.S.C. 200); section 367, the Revised Statutes, as amended, Anti-deficiency Act (31 U.S.C. 665).

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

Used by the staff of the Travel and Transportation Branch: (a) To make payments for travel services provided. Agency travelers and the packing and storage or shipment of their household effects and automobiles; (b) to obtain passports and visas for Agency employees and other Agency travelers; and (c) to prepare various reports on Agency travel activities.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Paper records maintained in file folders in Lektriever storage file, loose leaf binders, and index cards. Computer files also maintained for the shipment and storage of household effects.

**RETRIEVABILITY:**

Indexed alphabetically by name.

**SAFEGUARDS:**

Passports and related material as well as all other classified material are kept in bar-lock cabinets. Other records are kept in unlocked files which are under surveillance of authorized employees during the working day, and by security guards after official working hours.

**RETENTION AND DISPOSAL:**

Temporary duty travel authorizations are maintained for four years and then sent to a Federal records center. Household effects records are

maintained for approximately seven years. Passport records are kept for ten years for Agency employees and five years for other travelers.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Travel and Transportation Branch, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Travel and Transportation Branch, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURE:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Travel request forms initiated by various Agency elements, information regarding personal and household effects obtained from the traveler and from carriers, and passport information received from the Department of State's Passport Office.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-19**

**SYSTEM NAME:**

Salary Computation Records—M/CB.

**SYSTEM LOCATION:**

Office of the Comptroller, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Persons employed by the Agency during any past fiscal year and the current fiscal year.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Bi-weekly liquidation abstract data; staffing patterns.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Executive Order 10477 of August 1, 1953; Executive Order 10822 of May 20, 1953, implementing section 2(s) of the

Reorganization Plan No 8 of 1953; Budget-Treasury Regulation No. 1 (revised); The Economy Act (31 U.S.C. 686), section 601; section 3679 of the revised statutes as amended (31 U.S.C. 665).

**PURPOSE(S):**

For the use of the Program Support Branch only for salary computations for Agency budget purposes.

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

For the use of the Program Support Branch only for salary computations for Agency budget purposes.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper records maintained in files.

**RETRIEVABILITY:**

By name of individual.

**SAFEGUARDS:**

1. *Authorized users:* accounts analyst and supervisor.
2. *Physical Safeguards:* security provided by surveillance of authorized employees during working hours and by security guards after working hours.
3. *Procedural (or technical) safeguards:* access to records is strictly limited to those staff members who have a need-to-know.
4. *Implementation guidelines:* USIA Manual of Operations.

**RETENTION AND DISPOSAL:**

Retained until no longer needed.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Program Support Branch, Budget Operations Division, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Program Support Branch, Budget Operations Division, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW,

Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Office of Personnel Services; Agency's Payroll Department.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-20**

**SYSTEM NAME:**

Employee Payroll and Retirement System—M/CF.

**SYSTEM LOCATION:**

Office of the Comptroller, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Employees currently on Agency rolls (payroll); all employees on Agency rolls (retirement).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Civil Service Retirement System, Foreign Service Retirement and Disability System, Federal Employees Retirement System (FERS), and Foreign Service Pension System; time and attendance records (domestic employees only); master employee registers (domestic only); payroll folders.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 113 of the budget and Accounting Procedures Act of 1950, as amended.

**PURPOSES:**

To assure proper salary payment to domestic Agency employees and for reference regarding salary history; master record of domestic employee accumulation of annual and sick leave, recording of employee contributions to the Civil Service Retirement System and FERS; recording of employee withholdings for transmission to Federal, State and local taxing authorities.

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

To assure proper salary payment to (domestic) employees and for reference

regarding salary history; master record of (domestic) employee accumulation of annual and sick leave; recording of employee contributions to the Civil Service Retirement, Foreign Service Retirement and Disability, Federal Employees Retirement and Foreign Service Pension Systems; to record and transmit on a biweekly basis employee Thrift Savings Plan contributions to the Federal Retirement Thrift Investment Board; recording of employee withholdings for transmission to Federal, State and local taxing authorities.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

The principal users of this information outside the USIA are the U.S. Treasury, the Office of Personnel Management, and the Director General of the Foreign Service, U.S. Department of State. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Time and attendance is maintained on 8½×11 time and attendance sheets or electronically; retirement records are recorded on 8½×11 cards and maintained in a file cabinet or on the mainframe computer; the master employee register is a computer report; payroll records are maintained in manila folders; overseas pay cards are manually prepared or maintained as a computer report, depending upon the facilities at various overseas locations.

**RETRIEVABILITY:**

By the name of the individual employee (payroll); by name and/or social security number (retirement).

**SAFEGUARDS:**

1. *Authorized Users:* Limited access to staff members on a need-to-know basis.
2. *Physical Safeguards:* security provided by surveillance of authorized employees during working hours and by security guards after working hours.
3. *Procedural (or technical) safeguards:* access to records is strictly limited to those staff members who have a need-to-know.
4. *Implementation guidelines:* USIA Manual of Operations.

**RETENTION AND DISPOSAL:**

Retirement records are forwarded to the Office of Personnel Management for domestic employees, and the State

Department for foreign service employees, upon retirement, resignation or transfer of employee. Payroll records are retired to Federal Records Center, St. Louis, after three years.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Financial Operations Division, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Financial Operations Division, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Various forms provided by individual and by USIA's Office of Personnel, i.e., personnel action forms, payroll change forms, Federal and State withholding exemption certificates, employee allotment deduction forms, time and attendance sheets.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-21**

**SYSTEM NAME:**

Records on Shipment of Effects, Unaccompanied Baggage and Automobiles—M/CF.

**SYSTEM LOCATION:**

Office of the Comptroller, Financial Operations, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Foreign service employees authorized to ship effects and automobiles overseas at USIA expense.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Paper cards listing payments made to packers, carriers, etc., in connection with shipment of effects, baggage and automobiles pursuant to travel authorizations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

31 U.S.C. 66a.

**PURPOSE(S):**

To determine if unauthorized charges were incurred due to excess shipments, indirect routing or other reasons.

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

To determine if unauthorized charges were incurred due to excess shipments, indirect routing or other reasons.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper records maintained in tub file.

**RETRIEVABILITY:**

Filed alphabetically by company name.

**SAFEGUARDS:**

1. *Authorized Users:* Accounts analyst and supervisor.
2. *Physical Safeguards:* Security provided by surveillance of authorized employees during working hours and by security guards after working hours.
3. *Procedural (or technical) safeguards:* Access to records is strictly limited to those staff members who have a need-to-know.
4. *Implementation guidelines:* USIA Manual of Operations.

**RETENTION AND DISPOSAL:**

Records destroyed four years after the fiscal year in which shipment is authorized.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Financial Operations Division, USIA, 301 4th Street, SW, Washington, DC 20547

**NOTIFICATION PROCEDURE:**

Chief, Financial Operations Division, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington, DC 20547. To request

another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appeal in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

USIA offices offering travel authorizations, travel vouchers submitted by employees; invoices submitted by carriers for payment.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-22**

**SYSTEM NAME:**

Travel Authorization Obligation File—M/CF.

**SYSTEM LOCATION:**

Office of the Comptroller, Financial Operations Division, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Individuals authorized to travel for which costs of travel are chargeables to USIA appropriations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Copies of travel authorizations and copies of paid vouchers and/or abstracts or other documents relating to payments for authorized travel.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

31 U.S.C. 66a.

**PURPOSE(S):**

To support recording of obligations of funds for travel; for audit of travel and transportation vouchers prior to certification and payment control to avoid duplicate payment of claims.

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

To support recording of obligations of funds for travel; for audit of travel and transportation vouchers prior to certification and payment; control to avoid duplicate payment of claims. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or

agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper files maintained in file cabinets, tubs, or accordion folders.

**RETRIEVABILITY:**

By name, date and/or social security number; cross-reference to travel authorization number filed by appropriation/allotment chargeable.

**SAFEGUARDS:**

1. *Authorized users:* Limited to those staff members who have a need-to-know.

2. *Physical safeguards:* Security provided by surveillance of authorized employees during working hours and by security guards after working hours.

3. *Procedural (or technical) safeguards:* Access to records is strictly limited to those staff members who have a need-to-know.

4. *Implementation guidelines:* USIA Manual of Operations.

**RETENTION AND DISPOSAL:**

Alphabetical copy of travel authorizations destroyed after 3 years after close of fiscal year in which issued. Folders destroyed between 4 and 10 years after the close of the fiscal year, depending upon the type of travel.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Financial Operations Division, USIA, 301 4th Street SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Financial Operations Division, USIA, 301 4th Street SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appeal in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Standard forms and Agency forms prepared in connection with official travel by personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-23**

**SYSTEM NAME:**

Recruitment Record—M/HR.

**SYSTEM LOCATION:**

Office of Personnel Services, United States Information Agency (USIA), 301 4th Street, SW., Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Applicants for foreign service or domestic employment; applicants for personnel or management intern positions; employees hired under the worker-trainee program, individuals certified by the Office of Personnel Management (OPM) for appointment consideration.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Employment application forms; resumes and replies to employment inquiries; personnel security data forms; results of written examination; notes on interviews by selection panels; records on availability of job applicants; OPM employment certificates.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. 3101; FPM 333 Subchapter 1-1; FPM Chapter 713. FPM Bulletin 713-31, FPM 332, Appendix B, FPM Chapter 731, FPM Chapter 732.

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

Used for recruitment and evaluating employment applicants; to determine Agency employment needs; evaluation of minority hiring practices; selection of candidates for intern and other programs; evaluation of progress of employees on worker-trainee programs; monitor status of pre-employment security investigation. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties. The principle users of this information outside the USIA are the Office of Personnel Management, the Director General of the Foreign Service, Department of State, accredited investigators; and the Board of Examiners for the Foreign Service.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper records in file folders:

**RETRIEVABILITY:**

By name of the individual.

**SAFEGUARDS:**

Maintained in locked file cabinets.

**RETENTION AND DISPOSAL:**

Records of successful employment candidates transferred to official personnel folder; records of unsuccessful candidates destroyed after two years; OPM certificates retained indefinitely; security files destroyed after candidate is given security clearance; other records retained indefinitely or disposed of in accordance with Agency's internal regulations.

**SYSTEMS MANAGER(S) AND ADDRESS:**

Chief, Employment Branch, Office of Personnel Services, USIA, 301 4th Street, SW., Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Employment Branch, Office of Personnel Services, USIA, 301 4th Street, SW., Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Employment applicants; college transcripts and other recruitment sources; test scores provided by testing Agency; notes prepared by selection panels; the OPM; and the USIA Office of Security.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4) (G), (H), (I) and (f). See 22 CFR 505.15.

**USIA-24**

**SYSTEM NAME:**

Employment Requests—M/HRF and M/HRCO.

**SYSTEM LOCATION:**

Office of Personnel, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Certain individuals seeking employment with the Agency such as Congressional referrals, referrals of Director, etc.

**CATEGORIES AND RECORDS IN THE SYSTEM:**

Letters, memos, resumes, recommendation, biographic Personnel, for the purpose of soliciting employment with the Agency.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Federal Records Act, 44 U.S.C. 3101.

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

To answer inquiries from Members of Congress regarding employment opportunities for constituents; referrals to Agency elements for qualification evaluations. Also see Prefatory Statement of General Routine uses.

Information is made available on a need-to-know basis to personnel to the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper records in file folders.

**RETRIEVABILITY:**

By name of individual and month of response.

**SAFEGUARDS:**

Maintained in bar-lock file cabinets.

**RETENTION AND DISPOSAL:**

Records retained until no longer useful, or until after two years from date of submission, whichever is first. Records are destroyed by burning.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Special Services Branch (M/PDS), Domestic Personnel Division, Office of Personnel, USIA, 301 4th Street, SW, Washington, DC 02547.

**NOTIFICATION PROCEDURE:**

Chief, Special Services Branch (M/PDS), Domestic Personnel Division, Office of Personnel, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Unsolicited information or referrals submitted to the Agency by individuals seeking information on employment possibilities.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-25**

**SYSTEM NAME:**

Employee Master Personnel Records—M/HRCS.

**SYSTEM LOCATION:**

Office of Personnel, United States Information Agency (USIA), 301 4th Street, SW., Washington, DC 20547. Computer tape and disc records are located in M/PPS at same address.

**SECURITY CLASSIFICATION:**

None.

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

All Agency employees and reimbursables from other agencies.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Data on employee's work experience, assignments, promotions, transfers, within-grade increases, personnel actions, commendations, evaluations of work performance, medical information, training certificates, home address, next-of-kin information, information related to security clearance, suspense reports on various events, such as appointment expiration dates, date probation ends, date promotion eligibility, expiration of LWOP, etc.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Executive Order 10561; FPM Chapter 291-93; 5 U.S.C. 13-2, 2951, 4118, 4308, 4506, FPM Chapter 713, Subchapter 3; Executive Order 14492; 44 U.S.C. 3101; FPM Chapter 732.

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

To prepare reports required by the Office of Personnel Management (OPM), Congress and OMB; used by OPM and investigatory agencies to verify employee statements on applications for employment with other agencies; investigation of discrimination complaints; statistical reporting to OPM on minority employment, handicap programs, and other special programs; control of personnel ceilings; project and assess personnel movement dynamics; conducting security checks and updating security clearances; preparation of employee performance ratings and evaluations; used by Selection Boards and Merit Promotion Panels to determine whether employees should be recommended for promotion; used for routine personnel management and administration. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of USIA as may be required in the performance of their official duties.

Principal users of this information outside USIA are: The Office of Personnel Management (OPM); the Department of State; the Office of Management and Budget (OMB); the General Accounting Office (GAO); and personnel offices of other government agencies when an employee seeks transfer or detail; accredited investigators.

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

Computer disc and magnetic tape; computer printouts, visual card files, paper records in file folders.

**RETRIEVABILITY:**

By employee name, agency element, employee identification number, grade/class, tenure code, and other date elements.

**SAFEGUARDS:**

Computer files are stored internally in the computer or in locked tape file cabinets and cannot be physically accessed except by authorized personnel; paper files and card trays in metal cabinets secured in a locked room; access controlled by "sign out"

records; computer access restricted to those with user identification and pass words.

**RETENTION AND DISPOSAL:**

Computer printouts destroyed by shredding or burning when new listings are produced; computer tapes retained indefinitely; other records retained until employee is separated, and then disposed of by transfer to OPM, other employing agency, Federal Records Center, or destruction as directed by internal agency regulations.

**SYSTEM MANAGERS AND ADDRESS:**

For paper or automated records—Chief, Special Services Branch M/HRCS, Office of Human Resources, USIA, 301 4th Street, SW., Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Special Services Branch, Office of Human Resources, USIA, 301 4th Street, SW., Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Employee; employment application; official personnel records, personnel action forms; administrative file; budget and personnel authorizations; employees' supervisors; USIA Office of Security; training officers and other officials involved in personnel management.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e), (1), (e)(4) (G), (H), (I) and (f). See 22 CFR 505.15.

**USIA-26****SYSTEM NAME:**

Foreign Service Location File—M/HRF.

**SYSTEM LOCATION:**

Foreign Service Lounge, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

All Agency foreign service employees and foreign service retirees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Foreign service employees' nature of assignment overseas; position held, home address, address of next-of-kin, employee's personal bank (if requested the Agency deposit checks); last home address of retirees.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Federal Records Act, 44 U.S.C. 3101; Foreign Service Act of 1980, as amended.

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

Used by USIA officials to locate a Foreign Service employee; make salary deposits; inform next-of-kin in emergency situations.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Information maintained on 5x8 index cards in metal cabinets.

**RETRIEVABILITY:**

By the Foreign Service employee's name.

**SAFEGUARDS:**

Records are under surveillance by authorized employee during the working hours; in locked metal cabinets after hours.

**RETENTION AND DISPOSAL:**

Locator information destroyed when employee separates, except by retirement, in which case card maintained indefinitely.

**SYSTEM MANAGERS AND ADDRESS:**

Chief, Foreign Service Personnel Division, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Foreign Service Personnel Division, USIA, 301 4th Street, SW, Washington, DC 20547.



**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

From the officer concerned; copies of Personnel Action Forms (SF-50); travel memos.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-27****SYSTEM NAME:**

Foreign Service Selection Board Files—M/HRF.

**SYSTEM LOCATION:**

Foreign Service Personnel Division, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Confidential.

**CATEGORIES OF INDIVIDUALS IN THE SYSTEM:**

5x8 cards containing data such as name, class, specialty code, position; date OER received by N/P; as appropriate, letters of commendation or low-ranking and comments of the selection boards on foreign service promotions contained in letter files.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Foreign Service Act of 1946, as amended, sec. 611; 44 U.S.C. 3101 and Foreign Service Act of 1980.

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

Preparation of promotion and limited career extension projections and Foreign Service Officer commissioning actions; used to monitor and control receipt of Officer Evaluation Reports by M/HRF; used to prepare files and other information for Selection Boards; maybe by Agency's Equal Employment Opportunity Officer, or the Labor Relations Branch (grievance examiners) in the event of an employee grievance.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the

USIA as may be required in the performance of their official duties. The principal user of this information outside USIA is the Director General of the Foreign Service, United States Department of State.

The information may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Paper and card records are in file folders or metal card files. Some material derived from these records has been computerized.

**RETRIEVABILITY:**

Paper files manually retrieved by individual names and classes; statistical material retrieved from computer base.

**SAFEGUARDS:**

Paper records maintained in locked file cabinets. Computer material retrieval requires use of appropriate keys. This section adequately describes all safeguards which are applicable to records in the system, including the categories of employees who have access to the records.

**RETENTION AND DISPOSAL:**

Maintained during period of employment with the Agency; records destroyed upon separation of the employee.

**SYSTEM MANAGER(S) AND ADDRESS:**

Executive Secretary for the Selection and Commissioning Boards, Foreign Service Personnel Division, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Executive Secretary for the Selection and Commissioning Boards, Foreign Service Personnel Division, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCES CATEGORIES:**

Reports of Selection Boards on the review of pertinent promotion documentation such as officer evaluations; notification of personnel action; foreign service residency and dependency reports; notification to officers of low ranking; materials submitted by officers on their own behalf. All current record sources are included and are correctly stated.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Certain records contained in this system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4) (G), (H), (I) and (f). See 22 CFR 505.15.

**USIA-28****SYSTEM NAME:**

Career Counseling Records—M/HRF.

**SYSTEM LOCATION:**

Office of Personnel Services, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Computer listing of work experience; biographic data; assignment history date; education data; position data; grade; title; post of assignment; date of employment; dependents' proposed position detail to "pipeline" complement; roster of personnel available for domestic assignments; notes of personnel discussions between counselors and individual clients on preferences and other factors bearing on assignments.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Foreign Service Act of 1980, as amended; 22 U.S.C. 4023.

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

Used by career counselors and personnel officers for assignment, detail or rotation of Agency Foreign Service Officers, within USIA or to other Federal agencies. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Card records and paper records in file folders.

**RETRIEVABILITY:**

By individual name, by date or place of assignment or both.

**SAFEGUARDS:**

Maintained in bar-locked file cabinets.

**RETENTION AND DISPOSAL:**

Biographic data and personnel statistical data subject to update periodically; old records destroyed by shredding when no longer needed or when employee separates.

**SYSTEM MANAGER(S) AND ADDRESS:**

Career Counselors, Foreign Service Personnel Division (M/HRF), USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Foreign Service Personnel Division (M/HRF), USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Officer Evaluation Reports, Official Personnel File (OPF); records of interviews and correspondence with officer, minutes of meeting of the career management staff held to discuss assignment of Foreign Service Officers.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-29****SYSTEM NAME:**

Officer/Specialist Assignment Requests—M/HRF.

**SYSTEM LOCATION:**

Foreign Service Personnel Division (M/HRF), United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Agency officers who have written or spoken to the Director, Office of Personnel Services, regarding assignment preferences or problems.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Letters, memos, and occasionally biographic data submitted by the individual seeking particular assignments; written answers to specific requests.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Federal Records Act, 44 U.S.C. 3101.

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

Used exclusively by the Director and the Deputy Director, Office of Personnel Services, for discussion of assignments and officer career interests.

Also see Prefatory Statement of General Routine Uses. Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Paper records in file folders.

**RETRIEVABILITY:**

By the name of the individual.

**SAFEGUARDS:**

Maintained in metal bar-locked file cabinets. System scheduled to be automated.

**RETENTION AND DISPOSAL:**

Usually retained until officer is assigned or for longer period depending upon the assignment actions; destroyed when no longer needed.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Foreign Service Personnel Division (M/HRF), USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Foreign Service Personnel Division (M/HRF), USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act

Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

From the officer requesting assignment consultation; replies of the Director, Office of Personnel Services, to such requests.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-30****SYSTEM NAME:**

Advisory, Referral and Counseling Records—M/HRF.

**SYSTEM LOCATION:**

Office of Personnel Service, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Confidential.

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

Employees with serious personal, job related or medical problems such as alcoholism, drug abuse, or behavioral problems.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Confidential statements relating to specific problems.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Public Law 91-616, section 201 (Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970); Pubic Law 92-255, section 413 (Drug Abuse Treatment Act of 1972).

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

Used on occasion to provide necessary background to medical personnel to arrange for medical examinations, treatment of employees, or for in-house counseling purposes. The program is a confidential resource within the Agency available voluntarily to employees for assistance with personal or job related problems. Employees are advised of rights, obligations as well as benefits available; referrals of employees to professional resources within the government and in

the community; continuing on-the-job counseling available.

Also see Prefatory Statement of General Routine Uses.

Without the express written consent of the employee, this information is not available to other personnel of the USIA. The only users of this information outside the USIA are appropriate medical personnel of the Department of State and appropriate health professionals in the community, only with the employee's consent.

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

**STORAGE:**

Paper records in file folders.

**RETRIEVABILITY:**

By the name of the individual.

**SAFEGUARDS:**

Records are maintained in a combination bar-locked cabinet at all times, accessible only to the Advisory, Referral and Counseling personnel.

**RETENTION AND DISPOSAL:**

Records retained as long as individual is an employee of the Agency; file destroyed by shredding when employee is separated, or when ARCS personnel considers there is no need to retain file, or when incumbent counselor is separated from the Agency; exceptions to rules for retention can be made only with the concerned employee's specific approval.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Policies and Services Staff (M/HRL), Office of Personnel Services, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Policies and Services Staff (M/HRL), Office of Personnel Services, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORDS SOURCE CATEGORIES:**

Principally from the individual employee concerned; background information provided by the person who initiates referral of the employee, such as supervisors, union representatives, or medical personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-31**

**SYSTEM NAME:**

Employee Grievance Files—M/HRL.

**SYSTEM LOCATION:**

Office of Personnel, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Top secret.

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

Agency employees who have filed informal grievances or complaints, or who have filed formal grievances for Agency level review; employees for whom special disciplinary action is in process.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

All documents necessary in the processing of a grievance or special disciplinary actions, such as position descriptions, performance evaluations, grievance investigation reports, special investigation reports, OIG reports, Post Audit and Inspection Report; statements of supervisors, witnesses, representatives of grievants; arbitration awards, Foreign Service Grievance Board letters and decisions; and miscellaneous housekeeping records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 1302, 3301, 3302, 7301; 22 U.S.C. 3901; 5 U.S.C. 7121; 44 U.S.C. 3101; Public Law 93-181; Agency's Manual of Operations and Administration (MOA); FPM 511-Subchapter 6; FPM—Letter 630-22; FPM Chapter 335, 752, 831; Foreign Affairs Manual (3 FAM 660).

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

Investigation and resolution of employee grievances; to provide information and documentation to the grievant's counsel or representatives, Arbitrators, the Foreign Service Grievance Board, Federal Appeals Board, United States Courts, and to Members of Congress on the written request of the individual; to provide information to the Agency's General Counsel in connection with the

processing of a grievance, an appeal, or an adverse action. Information is also available on a need-to-know basis to personnel of the USIA in the performance of their official duties. The principal users of this information outside the USIA are: The Office of Personnel Management (OPM); Department of Justice; other government agencies which have statutory or legal authority to access or maintain such information. Also see Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Paper records in file folders, filed alphabetically, and stored in metal cabinets with bar-locks.

**RETRIEVABILITY:**

Alphabetically by name of individuals.

**SAFEGUARDS:**

Authorized users—personnel of the USIA on a substantial need-to-know basis and in the performance of their official duties, e.g., General Counsel staff, Labor Relations Officers (grievance examiners and investigators); "deciding officials" (under negotiated or Agency Grievance Procedures); members of the Foreign Service Grievance Board and Staff; grievants and representative of grievants.

*Physical Safeguards:* Documents classified in the national security interest pursuant to E.O. 12958, thus the files are afforded a high level of protection against unauthorized access. Security guards perform random checks on the physical security of the files data.

*Procedural Safeguards:* Access to records is strictly limited to those staff members with substantial need-to-know, who have been thoroughly indoctrinated on Privacy Act provisions and requirements. Staff members are also responsible for protecting grievance records from the general public entering the grievance office areas.

*Implementation Guidelines:* Safeguards implemented are developed in accordance with "Access to and Protection of Records on Individuals," USIA MOA V-A (Domestic), Sections 560-565.

**RETENTION AND DISPOSAL:**

Records are maintained in the active file for 3 years or until no longer needed; records removed from the "active files" are stored in metal file cabinets, bar-locked, and in a secure, locked room with controlled access.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Labor Relations Staff (M/HRL),  
Office of Human Resources, USIA, 301  
4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Office of Human Resources, USIA,  
301 4th Street, SW, Washington, DC  
20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be  
addressed to: Chief, FOIA/Privacy Act  
Unit, USIA, 301 4th Street, SW,  
Washington, DC 20547. To request  
another individual's file, the requester  
must have a notarized signed statement  
from the individual to whom the file  
pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for  
contesting contents and appealing  
determinations by the individual  
concerned appear in 22 CFR Part 505.

**RECORD SOURCE CATEGORIES:**

Individual employee concerned,  
Agency officials, testimony of witnesses,  
employee's representative, relevant  
documents.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Certain records in the system may be  
exempted from 5 U.S.C. 552 (a), (c)(3),  
(d), (e)(1), (e)(4), (G), (H), (I), and (f). See  
22 CFR 505.15.

**USIA-32****SYSTEM NAME:**

Incentive Awards File—M/HRL.

**SYSTEM LOCATION:**

Office of Labor, Policies and Benefits,  
United States Information Agency  
(USIA), 301 4th Street, SW, Washington,  
DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Employees who are nominated for  
Special, Honor, Unit, Cash or other  
incentive awards; employees who are to  
receive Length-of-Service Certificates.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Nomination forms or narratives;  
copies of award certificates with  
citations; cards containing name, award,  
and date awarded.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

3 FAM 640; 5 CFR part 451; FPM  
Chapter 451; MOOA V-A/B 570.

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

Used only by awards staff selection  
committee and approving officials to  
process and record nominations and for  
presentation of incentive and length of  
service awards; used to prepare annual  
statistical reports for the OPM. Also see  
Prefatory Statement of General Routine  
Uses.

Information is made available on a  
need-to-know basis to personnel of the  
USIA as may be required in the  
performance of their official duties.

Information in these records is not  
normally available to individuals or  
agencies outside the USIA but records  
may be released to other government  
agencies who have statutory or other  
lawful authority to maintain such  
information.

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

Temporary paper records in file  
folders.

**RETRIEVABILITY:**

Manually by name and/or type of  
award.

**SAFEGUARDS:**

File folders maintained in locked file  
cabinets.

**RETENTION AND DISPOSAL:**

Record cards, a copy of the award  
nomination and the award certificate, if  
one was issued, are maintained  
indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Labor, Policies and Benefits  
Staff, United States Information Agency  
(USIA), 301 4th Street, SW, Washington,  
DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Labor, Policies and Benefits  
Staff, United States Information Agency  
(USIA), 301 4th Street, SW, Washington,  
DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be  
addressed to: Chief, FOIA/Privacy Act  
Unit, USIA, 301 4th Street, SW,  
Washington, DC 20547. To request  
another individual's file, the requester  
must have a notarized signed statement  
from the individual to whom the file  
pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for  
contesting contents and appealing  
determinations by the individual  
concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Nominations; supervisors; official  
personnel folders; awards committee  
and approving officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-33****SYSTEM NAME:**

Retirement and Insurance Records—  
M/HRL.

**SYSTEM LOCATION:**

Office of Human Resources, United  
States Information Agency (USIA), 301  
4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None for the system. Treated as  
privacy sensitive.

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

USIA employees in retirement  
processing, approaching mandatory  
retirement, or actually retired from  
USIA. (Contact VOA/P for VOA  
employees.)

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Retirement service history (USIA  
only); computer listings of: (1) Persons  
retiring mandatorily; (2) persons who  
are projected to retire within 5 years.  
Lists give name, date of birth, service  
computation date, grade/step, salary,  
location code, and retirement code.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

From Supplement 830-1; 3 FAM 670;  
Federal Records Act of 1950, as  
amended, 44 U.S.C. 3101.

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

Processing retirement applications  
and counseling prospective retirees on  
annuities and other benefits. Also see  
Prefatory Statement of General Routine  
Uses.

Information is made available on a  
need-to-know basis to personnel of the  
USIA as may be required in the  
performance of their official duties.

Information in these records is not  
normally available to individuals or  
agencies outside the USIA but records  
may be released to other government  
agencies who have statutory or other  
lawful authority to maintain such  
information.

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

Paper records in individual file  
folders.

**RETRIEVABILITY:**

Manually by name of employee.

**SAFEGUARDS:**

Maintained in locked file cabinets.

**RETENTION AND DISPOSAL:**

Employee retirement files retained indefinitely. After retirement, retained one year and then destroyed since records transferred to the retirement system. Old computer listings destroyed when updated; individual retirement computation worksheets filed in employee's retirement file.

**SYSTEM MANAGERS AND ADDRESS:**

Chief, Retirement and Insurance Section (M/HRL), Special Service Branch, Domestic Personnel Division, Office of Human Resources, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Special Services Branch, Office of Human Resources, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Employees; Official Personnel File; supervisors; Agency's payroll and leave office; appropriate retirement systems of the Office of Personnel Management, or Department of State.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-34****SYSTEM NAME:**

Senior Officer Files—M/HRL.

**SYSTEM LOCATION:**

Office of Human Resources, United States Information Agency (USIA), 301 4th Street, SW., Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Employees in grades GS-14, 15, 16, 17, 18 and Foreign Service Officer Class equivalents.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Biographical, professional and experience information on employees nominated for senior level positions, position descriptions and position evaluations.

**AUTHORITY FOR MAINTENANCE IN THE SYSTEM:**

FPM 305, Supp. 305-1, FPM-300, Subchapter 3.

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

Reference material for the Director's staff, element heads and personnel officers; placement of high level employees in proper management positions and to ensure their consideration for vacancies governmentwide; used by personnel officers for personnel management functions; requested from time to time by OPM, and OMB, and Congress for position control of supergrade employees. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties. The principal users of this information outside the USIA are: The Office of Personnel Management (OPM); the Office of Management and Budget (OMB); the Congress; personnel officers in other government agencies as a result of a transfer or potential transfer of the individual to whom the record pertain.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Paper records in file folders.

**RETRIEVABILITY:**

By name and grade of individual, or combinations of name and grade

**SAFEGUARDS:**

Maintained in locked file cabinet.

**RETENTION AND DISPOSAL:**

Records maintained indefinitely, or until employee is separated, at which time pertinent information is filed in the Official Personnel File; all other material is destroyed as provided in Agency internal regulations.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Domestic Personnel Division, USIA, 301 4th Street, SW., Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Domestic Personnel Division, USIA, 301 4th Street, SW., Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Request from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR Part 505.

**RECORD SOURCE CATEGORIES:**

Official Personnel Files; from the employee; element heads; position classifiers.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-35****SYSTEM NAME:**

Solicitation Mailing List Application—M/K.

**SYSTEM LOCATION:**

Office of Contracts, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION**

None.

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

Prospective government contractors and Agency contractors.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information is contained on a standard form which requests the individual's name and address, type of business, number of employees, average annual sales or receipts, facilities (space), net worth, security clearances held, and a certification of the accuracy of the information provided on the form.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Acquisition Regulation (48 CFR 14.205-1(c) and 53.214(e)).

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

To prepare the Agency's Solicitation Mailing List and for use of contracting specialists to determine adequacy of facilities, and financial responsibility of prospective contractors. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

The principal user of this information outside the USIA is the General Services Administration.

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

**STORAGE:**

Information included on Standard Form 129 is maintained in a lektriever filing system. Records are also fully automated on the Agency's VS-100 "D" system. Records are backed up daily to computer tape and stored in the Agency's computer library.

**RETRIEVABILITY:**

By the name of the individual.

**SAFEGUARDS:**

1. *Authorized users:* Contracting personnel and other authorized Agency personnel.
2. *Physical safeguards:* All records are stored in a lektriever filing system in a secured area. Automated records are maintained in the Agency's computer library.
3. *Procedural safeguards.* All users of the information stored in these systems protect the information from public view and unauthorized personnel. Data stored in computers are accessed through the use of passwords known only to authorized personnel.
4. *Implementation guidelines:* USIA Manual of Operations and Administration (MOA) III-500; Records Management Handbook (Domestic) Section 560-565.

**RETENTION AND DISPOSAL:**

A routine update of information is conducted approximately every 3 years. Outdated information is disposed of internally.

**SYSTEM MANAGERS AND ADDRESS:**

Director, Office of Contracts, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURES:**

Director, Office of Contracts, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request

another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Information provided by individuals, companies and corporations.

**EXEMPTION CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-36**

**SYSTEM NAME:**

United States Information Agency (USIA) Procurement Personnel Information System—M/K.

**SYSTEM LOCATION:**

Office of Contracts, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

USIA employees involved with procurement activities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Names, office, position title, series and grade, service computation date, position description, education, training, experience, professional recognition, career objectives.

**AUTHORITY FOR MAINTENANCE IN THE SYSTEM:**

Authority for this system is derived from the Federal Records Act, 44 U.S.C. 3101, and Federal Acquisition Regulation, subpart 1-6.

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

Identification of employees who have met standards of experience, education, and training for appointment as Contracting Officers and to analyze procurement system performance such as functional placement, system training needs, and workforce size. Information is available to personnel of the USIA as may be required for performance of official duties. Information on individual will not normally be available outside the USIA as it falls within the expected guidelines of the Privacy Act (PA).

Also see Prefatory Statement of General Routine Uses.

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

**STORAGE:**

All information will be maintained in a paper hard copy file which will be automated as soon as possible.

**RETRIEVABILITY:**

Records are retrieved by name, office, series and grade.

**SAFEGUARDS:**

1. *Authorized users:* Office of Contracts personnel.
2. *Physical safeguards:* Files are kept in the Office of Contracts in a bar-locked cabinet.
3. *Procedural Safeguards:* All users of personal information in connection with the performance of their jobs protect information from public view and from unauthorized personnel entering into the office. Access to records is strictly limited to the Office of Contract Personnel.
4. *Implementation guidelines:* USIA Manual of Operations and Administration (MOA) III-500, Records Management Handbook (Domestic) Section 560-565.

**RETENTION AND DISPOSAL:**

Files will be retained as long as the individual remains an employee of the USIA, and will be destroyed upon the employee's separation.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Contracts, USIA, 301 4th Street, SW, WASHINGTON, DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Office of Contracts, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Information is provided by the individual concerned.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-37****SYSTEM NAME:**

Employee Training Files—M/PT.

**SYSTEM LOCATION:**

Training and Development Division, Office of Human Resources, United States Information Agency (USIA), 330 C Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Agency employees receiving training; Workshops, language, lectures, or seminars, university or service colleges, personnel and management interns.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Employee training applications, biographic data, educational background, record of training received by the Agency, outline of training program, performance evaluation extracts; language proficiency and test scores, course grade, and employee's evaluation of training courses.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Pub. L. 85-507, 72 Stat. 335, Reorganization Plan No. 8 of 1953, 22 U.S.C. 1461, 67 Stat. 642, Pub. L. 79-724, Foreign Service Act of 1980, as amended, FPM 410, Subchapter 3.

**PURPOSE(S):****ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USE:**

Background material used to determine eligibility for training; assignment and progress in language courses; used by career counselors to determine training needs; justification of training reports and record-keeping; evaluation of intern training and potential for job growth; used to evaluate and select lecturers for agency workshops or seminars; preparation of reports to Congress and other government agencies on training provided and costs, as well as projected training needs and costs. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties. The principal users of this information outside the USIA are: The Office of Personnel Management (OPM); personnel officers in other government agencies as a result of transfer of the individual to whom the records pertain; other agencies considering employees for detail purposes; accredited investigators.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Paper records stored in file folders. Computer records stored on magnetic tape or disc.

**RETRIEVABILITY:**

Manually retrieved by name, by computer generated lists of training statistics or by training course title.

**SAFEGUARDS:**

1. *Authorized users:* Access to files is limited to only authorized USIA individuals having a substantiated need for the information.

2. *Physical safeguards:* All files are maintained in locked cabinets during non-duty hours and are protected by office personnel when being used during duty hours.

3. *Procedural safeguards:* All users of personal information in connection with the performance of their jobs protect information from public view and from unauthorized personnel entering an unsupervised office. Access to records is strictly limited to those staff members trained in accordance with the Privacy Act.

4. *Implementation guidelines:* Privacy Act guidelines covered in the USIA Manual of Operations and Administration (MOA) are strictly observed.

**RETENTION AND DISPOSAL:**

Training records maintained until employee is separated, at which time records are included with official personnel folder, other records are included with official personnel folder, other records are retained indefinitely or until no longer needed; budget records and cost statistics retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Training and Development Division (M/PT), Office of Human Resources, USIA, 330 C Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURES:**

Chief, Training and Development Division (M/PT), Office of Human Resources, USIA, 330 C Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request

another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

The employee; employment applications; official personnel records; personnel action forms; personnel officers; training officers and other officers involved in personnel management; supervisors; training records; application for training; trainee evaluation of courses.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Certain records contained within this system of records may be exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f). See 22 CFR 505.15.

**USIA-38****SYSTEM NAME:**

Personnel Security and Integrity Records—M/S.

**SYSTEM LOCATION:**

Office of Security, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547. Retired records stored at Washington National Records Center, 4205 Suitland Road, Suitland, Maryland 20409.

**SECURITY CLASSIFICATION:**

Most records are unclassified, but include records classified confidential, secret and top secret.

**SYSTEM LOCATION:**

Office of Security, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 2000547. Retired records stored at Washington National Records Center, 4205 Suitland Road, Suitland, Maryland 20409.

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

All persons currently or formerly employed by USIA in the United States; all Americans currently or formerly employed by USIA in other countries; some but not all foreign nationals currently or formerly employed in other countries; some but not all persons currently or formerly used under contract, both in the United States and in other countries; some persons whose services are or were otherwise utilized by USIA, whether compensated or not; some former applicants who were not employed; some prospective spouses of

USIA employees; some other persons who were significantly identified with persons whose services were at one time utilized or considered in one or more of the capacities described herein; some persons who were significantly involved in non-security related administrative inquiries conducted by M/S; some persons of counterintelligence interest whose names appeared in the press, or are contained in documents furnished by other agencies of the U.S. Government.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Application and security forms provided by subject of records; reports of investigation conducted by M/S, and by other Government agencies; Personnel Security Worksheet Records evaluating investigative material; security clearance and security certification forms; intra-office, intra-Agency and inter-agency correspondence relating to investigations security and suitability determinations, and administrative matters; correspondence to and from Federal law enforcement and counterintelligence agencies; correspondence to and from state and local law enforcement jurisdictions, credit bureaus, private employers, schools, and individuals relating to investigative inquiries; records regarding briefings and debriefings, security certifications to other agencies, contact reports, and security violations; photographs, Cross Reference Sheets, and Records of Release of Information; records from Security Identification Card System (USIA-39) concerning former employees; not all files, however, contain all of the above elements.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The authority of M/S to collect and maintain security data is based on section 1001 of the U.S. Information and Education Act of 1948, 62 Stat. 13, 22 U.S.C. 1434, as amended, 66 Stat. 43 (1952); Reorganization Plan No. 8 of 1953, 67 Stat. 642; Executive Order 10477 of August 1, 1953, as amended; the Act of August 26, 1950, 64 Stat. 476; 5 U.S.C.A. 3571, 7312, 7501, 7412 and 7532; Executive Order 10450 of April 27, 1953, as amended; Executive Order 10450 of April 27, 1953, as amended; Executive Order 12048 of March 27, 1978; the Act of August 24, 1982, 96 Stat. 291, and Executive Order 12968 of August 2, 1995 and Executive Order 12958 of April 17, 1995, the authority of M/S to collect and maintain certain administrative data, as an investigative arm of the USIA is based on 22 U.S.C. 1494; the Foreign Service Act of 1946,

sec. 611; Reorganization Plan No. 8; Executive Order 10477, and 5 U.S.C. Chap. 33.

**PURPOSE:**

To collect and maintain record information necessary to make security and suitability determinations regarding applicants for employment with and employees of the USIA; make security determinations regarding the advisability of assigning certain employees to certain areas of the world, or to certain positions within the USIA domestically; make security determinations regarding the advisability of certain promotions, as required by USIA regulations; make determinations regarding the advisability of granting employees special clearances, as required for certain jobs; make determinations regarding the effect on an employee's security clearance of marriage to a non-U.S. citizen; make determinations whether certain non-citizen employees of USIA abroad should be granted security certification; disclose information to the Office of Inspector General as necessary for that office to carry out its investigative and other responsibilities; disclose information to certain officials of the Office of Personnel and other USIA elements, as necessary for them to make required decisions.

Records are used by the Director and Deputy Director of M/S as reference in contacts and correspondence with USIA Director, Deputy Director, General Counsel, Associate Directors, and other Agency officials when necessary to resolve specific personnel security matters.

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

Data may be disclosed to Foreign Service Board of Examiners as necessary to determine qualifications and suitability of an applicant; data may be disclosed to the Department of State, Office of Medical Services, as necessary to determine whether applicant or employee should be granted or retain medical clearance; data may be disclosed to other Government agencies as necessary for those agencies to determine whether employees should be granted special clearances required in connection with USIA duties; relevant data may be disclosed in advising duly authorized security officers of other agencies of significant security information in the file of a USIA employee or applicant; relevant data may be disclosed in advising the Office of Personnel Management that

significant security or suitability information was developed or obtained regarding an applicant or employee; USIA investigative material having counter-intelligence significance may be disclosed to other U.S. Government agencies with responsibilities in that area; records may be used by the Director of M/S in correspondence and contacts with officials of other Government agencies when it becomes necessary to inform them of information available to the USIA Office of Security.

Also see Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Paper records kept in file folders.

**RETRIEVABILITY:**

By name of individual to whom record pertains, and number assigned (chronologically) to each file. Names are filed alphabetically in card index, and index cards provide file numbers.

**SAFEGUARDS:**

1. *Authorized Users:* Employees of the Records Management Unit, and all other employees of M/S, with the exception of Guard Staff.

2. *Physical safeguards:* Files are maintained in a secure which during duty hours is staffed by Records Unit personnel. Room is locked and alarmed during non-duty hours. Files in possession of other authorized users are kept in approved safe or locked cabinets when not in use and during non-duty hours. Entire building is secured during non-duty hours, and security guards patrol.

3. *Procedural (or technical) safeguards:* Records management Unit personnel furnish files to other authorized users in exchange for properly executed "Chargeout Record" form. Records Management Unit is provided properly executed "Recharge" form if file is passed from one authorized user to another. All personnel having routine access to records have top secret security clearances.

4. *Citation of Implementing Guidelines:* Volume 12, Foreign Affairs Manual, Chapter 500, Executive Order 12958, and the Privacy Act of 1974 (5 U.S.C. 552a). Top secret records are maintained separately in accordance with provisions of 12 FAM 500.

**RETENTION AND DISPOSAL:**

Files pertaining to employees, contractors, and others whose relationship with USIA required a



security clearance or certification may be transferred to Washington National Records Center after individual leaves Agency. Records may be destroyed upon notification of death or not later than five years after separation or transfer of employee or termination of contract, whichever is applicable. Files pertaining to unsuccessful applicants may be transferred to Washington National Records Center 120 days after non-selection, and destroyed ten years after date of last action; index and cross-index cards may be destroyed as files are destroyed. All destruction under appropriate security controls.

**SYSTEM MANAGERS AND ADDRESS:**

Director, Office of Security, USIA, 301 4th Street., SW, Washington, DC 20547.

**NOTIFICATION PROCEDURES:**

Director, Office of Security, USIA, 301 4th Street, SW., Washington, DC 20547. Provide full name, name(s) used while affiliated with or an applicant to USIA, and date and place of birth.

**RECORD ACCESS PROCEDURE:**

Persons requesting access should furnish full name, including name(s) while affiliated with or when applicant was with USIA, date and place of birth, present mailing address including zip code, and telephone number (optional) to the Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505. The right to contest records is limited to information which is incomplete, irrelevant incorrect or untimely.

**RECORD SOURCE CATEGORIES:**

Biographic and personal history information furnished voluntarily by the subject individual on application and security forms; the subject individual during personal interviews; reports of investigation conducted by M/S; reports of investigation conducted by the Office of Personnel Management, Department of State, Federal Bureau of Investigation and other Government agencies; other Federal agencies, state and local law enforcement agencies, credit bureaus, current and former employers, supervisors, co-workers, schools, teachers, rental and real estate agencies, landlords, neighbors, references and other acquaintances; records of professional organizations, baptismal

records and medical records; counterintelligence reports relating to USIA interests which are furnished by other Federal agencies; various public records and indices such as those produced by committees of Congress; other elements of USIA; employees of USIA, employees of other Government agencies, nongovernment entities, and members of the public at large who occasionally furnish information to M/S in the interests of national security or the integrity of the Federal service; photographs from Security Identification Card File (USIA-39).

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Records in this system of the types described in 5 U.S.C. 552a(k)(1), (k)(2) and (k)(5) may be exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), (e)(4)(I) and/or (f). See 22 CFR 505.15.

**USIA-39**

**SYSTEM NAME:**

Security Identification Cards and Automated Access Control Files—M/S.

**SYSTEM LOCATION:**

Office of Security, United States Information Agency (USIA), 301 4th Street, SW., Washington, DC 20547.

**SECURITY CLASSIFICATION:**

All records are unclassified.

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

Current employees of USIA, some contractors, members of advisory committees, student interns, and persons on detail from other Government agencies. System also contains photographs of dependents of some employees traveling overseas.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Identification card and related information including full face photograph, electronic signature, social security number, date of birth, access code(s), citizenships code, department, position sensitivity, security clearance, M/S file number (USIA-38), authorized access in USIA buildings.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Executive Order 10450 dated April 27, 1953, as amended, and Executive Order 12968 dated April 2, 1995, and Executive Order 12958 of April 17, 1995.

**PURPOSE(S):**

Provide positive identification of employees, contractors and others for entry into and movement within USIA premises.

Provide passport and visa photographs to employees and their

dependents for use during official travel.

Provide photographs for use by the Office of Public Liaison and other USIA elements having official need for visual identification records.

Provide photographs to employees for other official uses. Provide automated records of access to select areas/facilities within USIA buildings.

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

Employees may use identification cards to verify USIA employment when seeking entry to other U.S. Government agencies with which they have official business.

Disclosure may be made to other Government agencies having statutory authority or other lawful authority to receive such information.

Also see Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records and photographs are stored in/on paper envelopes if identification card issued before June 1995. All other records and photographs are stored in electronic form (magnetic disk).

**RETRIEVABILITY:**

Name, social security number, ID card number, and any combination of search criteria formed from other related fields (see Categories of Records in the System) which are met.

**SAFEGUARDS:**

1. *Authorized users:* Access is limited to employees of the Physical Security Division and authorized investigative personnel.

2. *Physical safeguards:* Records and photographs are stored in lockable steel cabinets located in rooms with limited access during duty hours. During non-duty hours, the room is locked and alarmed.

3. *Procedural (or Technical) Safeguards:* Electronic records are safeguarded from unauthorized disclosure/modification through use of physical access controls and ID/password usage.

**RETENTION AND DISPOSAL:**

Records remain in system as long as person to whom they pertain is employed by or affiliated with USIA, Records of former employees and persons with past affiliations are placed in security files (USIA-37) and retained and destroyed with those records and/or are retained in their electronic format

for five years. All destruction is accomplished under appropriate security controls.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Physical Security Division, Office of Security, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURES:**

Chief, Physical Security Division, Office of Security, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Persons requesting access should furnish full name, date of birth, present mailing address (including zip code), and telephone number to the Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547.

Documentary proof of identity may be required if there is reason to question whether the requester is the subject of the record.

Subject of record may request an accounting of disclosures.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505. The right to contest records is limited to information which is incomplete, irrelevant, incorrect or untimely.

**RECORD SOURCE CATEGORIES:**

Personnel Security and Integrity Records (USIA—38), photographs, and access control readers.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA—40****SYSTEM NAME:**

Locator Cards—M/TN.

**SYSTEM LOCATION:**

Office of Technology, Networks and System Support Division, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Past and present domestic employees of USIA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Locator card prepared for each domestic employee, containing the name, social security number, office location, telephone number, home address and telephone number of person to contact in case of emergency.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

USIA's Manual of Operations and Administration, part II 495.1.

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

To assist USIA elements and others in locating employees; basic input source for telephone directory; also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Material maintained on index cards.

**RETRIEVABILITY:**

Filed alphabetically by name, sorted as active and inactive.

**SAFEGUARDS:**

Card maintained in index card boxes which are locked in bar-lock cabinets after working hours.

**RETENTION AND DISPOSAL:**

Cards retained for one year after departure of employee and disposed of by shredding.

**SYSTEM MANAGERS AND ADDRESS:**

Chief, Operations Branch, USIA, 301 4th Street, SW, Washington, DC 20547

**RECORD ACCESS PROCEDURE:**

Persons requesting access should furnish full name, including names(s) while affiliated with or when applicant was with USIA, date and place of birth, present mailing address including zip code, and telephone number (optional) to the Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 322 CFR part 505.

**RECORD SOURCE CATEGORIES:**

The individual on whom information is maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA—34****SYSTEM NAME:**

Office of Civil Rights Complaint Files—OCR.

**SYSTEM LOCATION:**

Office of Civil Rights, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Any grieved employee with USIA who believes she or he has been discriminated against because of race, color, religion, sex, national origin, age, and/or handicap, or retaliated against for having filed a previous complaint of discrimination, and who has consulted with an Office of Civil Rights Counselor of the Agency or a member of the OCR staff about the matter.

**AUTHORITY FOR MAINTENANCE IN THE SYSTEM:**

42 U.S.C. 2000e-16; 29 U.S.C. 633a; 29 U.S.C. 206(d).

**PURPOSE(S):**

To record actions taken, with verifying statements, regarding employees' and employment applicants' complaints of discrimination.

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

Principal users of this information outside the Agency are the Department of Justice and the Merit Systems Protection Board. The information may also be released to other government agencies having statutory or other lawful authority to maintain such information.

Information is made available on a need-to-know basis to personnel of the Agency as may be required in the performance of their official duties. Also see Prefatory Statement of General Routine Uses.

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

Partially automated system. Most information is stored in paper folders; however, some is also maintained on computer disks.

**SAFEGUARDS:**

Access is limited to OCR staff and contract EEO investigators. Records are stored in cabinets with bar locks. Files are not removed from the OCR office; however, copies are provided to

complainant and/or complainant representative, and may be provided to authorized government agencies. Computer-stored data is accessed by use of password known only to OCR officials. Maintained as per USIA MOA, V-A (Domestic), Sections 560-565.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Civil Rights, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURES:**

Director, Office of Civil Rights, USIA, 301 4th Street, SW, Washington, DC 20547.

The individual must furnish name, status (current or former employee, applicant, etc.), reason for inquiry, address and telephone number, and social security number.

**RECORD ACCESS PROCEDURE:**

Persons requesting access should furnish full name, including name(s) while affiliated with or when applicant was with USIA, date and place of birth, present mailing address including zip code, and telephone number (optional) to the Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Personal interviews, affidavits, USIA Personnel and Employment Records and Procedures. Transcript of Hearings, and related correspondence.

**EXEMPTION CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-42****SYSTEM NAME:**

Office of Civil Rights General Files—OCR.

**SYSTEM LOCATION:**

Office of Civil Rights, United States Information Agency (USIA), 301 4th Street, SW., Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Some documents may be classified confidential.

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

Employees of the Agency, applicants for positions in the Agency,

organizations and institutes of higher education applying for grants from the Agency, recruitment contacts, prominent individuals who may be appropriate contacts for promotion panels, speakers, Amparts, electronic media experts, and other individuals with whom the office is in contact, such as contractors and consultants.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Copies of applications, resumes, correspondence and bibliographical information regarding the individuals covered by the system, including memoranda to the files of employees covered by the system, who seek career counseling. General administrative files, including those dealing with travel, budget, training and personnel matters. Various affirmative action plans, correspondence with Agency officials, and others such as correspondence with other agencies and individuals requesting information. Chron files and historical files outlining a variety of actions taken by the office and others in the area of EEO and Civil Rights. Computer generated lists of employees, and statistical studies of various parts of the Agency. Medical records of applicants and employees with disabling conditions and compliance records containing information about the EEO status of Agency grantee organizations and action taken on their applications.

**AUTHORITY FOR MAINTENANCE IN THE SYSTEM:**

29 CFR parts 1613 et seq.

**PURPOSE(S):**

To enable the office to carry out activities designed to recruit, hire, train, promote, assign and otherwise provide equal employment opportunity to employees of and applicants for employment in the USIA. Compliance Review files containing information about grant applicant's implementation of Titles VI, VII, and IX of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1974, as amended, and the Age Discrimination in Employment Act, as amended, enable the office to monitor and implement Federal regulations as stipulated in these statutes.

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

See Standardized General Routine Uses (not including 12 through 18). Also this information is made available on a need-to-know basis to Personnel Officers of the USIA as may be required in the performance of their duties. It may also be provided to Congressional Committees, individual Members of

Congress, the White House, the Department of Justice, the Office of Personnel Management, the Equal Employment Opportunity Commission and to other government entities who have statutory or other lawful authority to maintain such information. Compliance Review information may also be released to grant applicants on request. Also see Prefatory Statement of General Routine Uses.

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

The system is partially automated. Some information is also maintained on discs, and some in paper folders:

**RETRIEVABILITY:**

Records are retrieved by name and types of activities, i.e., affirmative action plans, travel, training, Amparts, etc.

**SAFEGUARDS:**

1. Authorized users include OCR staff members and contract EEO investigators who are authorized to have access to the system of records in the performance of their duties.

2. Physical safeguards include bar-locked safes, back-up discs, fire extinguisher within twenty feet, security guard patrol (off-duty hours).

3. Procedural safeguards include separate maintenance of tables linking codes, data encryption, security software providing restricted commands programs, employee training, procedures for recording and reporting security violations, computer log-on codes. Contract investigator has security clearance and is supervised by an OCR staff member.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Civil Rights, USIA 301 4th Street, SW., Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Office of Civil Rights, USIA, 301 4th Street, SW., Washington, DC 20547.

The individual must furnish name, status (current or former employee, applicant, etc.), reason for inquiry, address and telephone number, and social security number.

**RECORD ACCESS PROCEDURE:**

Persons requesting access should furnish full name, including name(s) while affiliated with or when applicant was with USIA, date and place of birth, present mailing address including zip code, and telephone number (optional) to the Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington,

DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Correspondence, memos of conversation, Agency records of personnel actions, published biographical sources.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-43**

**SYSTEM NAME:**

Minority Group Data—OCR.

**SYSTEM LOCATION:**

Office of Civil Rights, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

All employees of USIA and some applicants for employment in USIA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records are categorized by name, race, sex, national origin, age, grade or wage level, handicap or lack thereof and may contain medical records.

**AUTHORITY FOR MAINTENANCE IN THE SYSTEM:**

29 CFR 1613.301, 29 CFR 1613.302.

**PURPOSE(S):**

To compile statistical records of women, minorities, and individuals with disabling conditions who are considered for employment, hired, promoted, assigned, training, awarded, disciplined, and/or separated or who resign from USIA. To measure EEO progress and to identify problems.

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

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties, in implementing affirmative action plans and in processing complaints of discrimination. Information is not normally available to individuals or agencies outside the USIA, but records may be released to other government agencies having a statutory or other lawful authority to maintain such

information. The principal users of this information outside of USIA are the Equal Employment Opportunity Commission, the Office of Personnel Management, the Department of Justice, the Department of State, and the Congress. Also see Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Paper records and computer disks.

**RETRIEVABILITY:**

By name, race, sex, age, handicap, national origin, agency location, date of entry or separation, date of last promotion, grade or wage level.

**SAFEGUARDS:**

1. Authorized users are members of the OCR staff and certain authorized members of the Office of Personnel, Policy and Services Staff.

2. Physical safeguards include bar-locked safes, back-up discs, fire extinguisher within twenty feet, security guard patrol (off-duty hours).

3. Procedural safeguards include separate maintenance of tables linking codes, data encryption, security software providing restricted commands programs, employee training, procedures for recording and reporting security violations. Contractors are supervised by employees with security clearances.

4. The source of security standards is 29 CFR 1613.301 et seq.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Civil Rights, USIA, 301 4th Street, SE, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Office of Civil Rights, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Persons requesting access should furnish full name, including name(s) while affiliated with or when applicant was with USIA, date and place of birth, present mailing address including zip code, and telephone number (optional) to the Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

From the employee or applicant concerned, USIA personnel data, visual inspection of the employee or applicant.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-44**

**SYSTEM NAME:**

Senior Officer and Prominent Employee Information—PL/USIA.

**SYSTEM LOCATION:**

Office of Public Liaison (PL), United States Information Agency (USIA), 301 4th Street, SW., Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None.

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

Leaders of the USIA and other prominent employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Photographs, biographic data sheets and press releases.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Records Act, 44 U.S.C. 3101.

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

For responding to press inquiries and in the preparation of Agency press releases concerning leaders of the USIA and prominent employees. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Paper records and photographs in file folders.

**RETRIEVABILITY:**

By name of the individual employee.

**SAFEGUARDS:**

Maintained in locked file cabinets.

**RETENTION AND DISPOSAL:**

Records are disposed of in accordance with Federal Records Management procedures.

**SYSTEM MANAGERS AND ADDRESS:**

Director, Office of Public Liaison (PL), USIA, 301 4th Street, SW., Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Office of Public Liaison (PL), USIA, 301 4th Street, SW., Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

The Department of State Biographic Register, "Who's Who," from the individual concerned; and from press releases concerning the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-45****SYSTEM NAME:**

Office of Research—R.

**SYSTEM LOCATION:**

Office of Research, United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

None. However a portion of the records are classified at the level of Confidential and Secret.

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

Job applicants, prospective contractors or vendors, and any other individuals from whom services (compensated or not) may be formally solicited by the Office of Research.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Résumés, employment inquiries, and related correspondence, and records on the security clearance status of prospective vendors.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Record Act of 1950, as amended, 44 U.S.C. 3101.

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

To review qualifications of candidates for employment, to comply with

security regulations in procurement actions or when soliciting services from outsiders. Also see Prefatory Statement of General Routine Uses.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Paper records in file folders.

**RETRIEVABILITY:**

Indexed alphabetically by individual name.

**SAFEGUARDS:**

Maintained in bar-locked file cabinets or combination lock safes.

**RETENTION AND DISPOSAL:**

Records on security clearance status of contractors and vendors are maintained indefinitely; employee applications and inquiries are retained for two years or as long as there is an interest or prospect of employment of the individual with disposal in accordance with internal disposal requirements.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Research, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Director, Office of Research, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

From the individuals concerned and from USIA's Office of Security.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-46****SYSTEM NAME:**

Americans Residing in Foreign Countries—USIA.

**SYSTEM LOCATION:**

The United States Information Agency (USIA) maintains establishments overseas in 147 foreign countries which are designated as mission posts, branch posts, regional service centers, VOA relay stations and media extensions. A current listing of names and addresses of overseas establishments is not considered practical for Privacy Act purposes due to the fact that such a list would require frequent amendment. Changing of office locations, opening of new offices, closing of established offices and realignment of geographic areas have become practical realities in conducting the Agency's mission overseas. Individuals who feel that records pertaining to themselves are maintained at any of our overseas locations may contact the Director, USIA, 301 4th Street, SW, Washington, DC 20547. The Agency maintains a current listing of overseas posts, which is available to the public as indicated in 22 CFR ch. V, § 504.2.

**SECURITY CLASSIFICATION:**

None.

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

American citizens and aliens admitted for permanent U.S. residence who are residing overseas, i.e., journalists, businessmen, scholars, artists, representatives of other U.S. government agencies, missionaries.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name and addresses.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Pub. L. 80-402, Information and Educational Exchange Act of 1948, as amended; Federal Records Act 44 U.S.C. 3101.

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

Distribution of printed matter; invitation lists of official social functions and programs; selection of candidates for temporary employment, as needed; location of specialists to arrange, conduct, appear in or appraise Agency programs organized overseas; press briefings for American journalists residing in foreign countries; appraisal for American specialists whose services are utilized in Agency programming overseas.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

**STORAGE:**

Addressograph plates or paper records in file folders.

**RETRIEVABILITY:**

By name of the individual.

**SAFEGUARDS:**

Records are kept in locked file cabinets or in locked rooms when not in use.

**RETENTION AND DISPOSAL:**

Records are updated regularly and plates or paper files no longer useful or current are destroyed.

**SYSTEM MANAGER(S) AND ADDRESS:**

See "System Location" above.

**NOTIFICATION PROCEDURE:**

Director, USIA, 301 4th Street, SW, Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW, Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Information obtained from the individuals concerned.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

**USIA-47**

**SYSTEM NAME:**

Overseas Personnel Files and Records—USIA.

**SYSTEM LOCATION:**

The United States Information Agency (USIA) maintains establishments

overseas in 147 foreign countries which are designated as mission posts, branch posts, regional service centers, VOA relay stations and media extensions. A current listing of names and addresses of overseas establishments is not considered practical for Privacy Act purposes due to the fact that such a list would require frequent amendment. Changing of office locations, opening of new offices, closing of established offices and realignment of geographic areas have become practical realities in conducting the Agency's mission overseas. Individuals who feel that records pertaining to themselves are maintained at any of our overseas locations may contact the Freedom of Information Unit (GC/FOI) of the United States Information Agency (USIA), 301 4th Street, SW, Washington, DC 20547.

**SECURITY CLASSIFICATION:**

Some of the records are classified at the level of Confidential and Secret.

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

Foreign Service employees of the U.S. Information Agency who are serving or have served at any of the Agency's overseas establishments.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel evaluation reports, travel orders, personnel action forms, payroll change forms, residency and dependency reports, correspondence related to transfer of duty station or training assignments.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Foreign Service Act of 1980.

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

Maintained for convenience due to separation from main office; for use by senior USIA officers at overseas establishments in evaluating the performance of subordinate officers; for planning future staffing requirements, dates of reassignment of officers, entitlement to foreign service allowances, home address and next of kin in the United States in case of emergency, settlement of personal business after departure of employee from the overseas establishment. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the USIA as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the USIA but records may be released to other government

agencies who have statutory or other lawful authority to maintain such information.

The principal user of this information outside the USIA is the Department of State.

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

**STORAGE:**

Paper records in file folders.

**RETRIEVABILITY:**

Alphabetically by name of individual.

**SAFEGUARDS:**

Maintained in locked file cabinets.

**RETENTION AND DISPOSAL:**

Some information is kept as long as an employee remains with USIA, while other information is destroyed three years after employee's departure from post. (Reference USIA's Manual of Operations and Administration, Part III, Exhibit 630-A-3, page 3.)

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Foreign Service Personnel Division, Office of Human Resources, USIA, 301 4th Street, SW, Washington, DC 20547.

**NOTIFICATION PROCEDURE:**

Chief, Foreign Service Personnel Division, Office of Human Resources, USIA, 301 4th Street, SW., Washington, DC 20547.

**RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to: Chief, FOIA/Privacy Act Unit, USIA, 301 4th Street, SW., Washington, DC 20547. To request another individual's file, the requester must have a notarized signed statement from the individual to whom the file pertains.

**CONTESTING RECORD PROCEDURES:**

The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in 22 CFR part 505.

**RECORD SOURCE CATEGORIES:**

Documents contained in these records include both materials generated by the Agency's Foreign Service Personnel Division and by other elements of the U.S. Information Agency or, in some instances, by the Department of State.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Not applicable.

Appendix I—Prefatory Statement of General Routine Uses

The following routine uses apply to and are incorporated by reference into each system of records set forth above.

1. In the event that a system of records maintained by the Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. A record from this system of records may be disclosed, as a routine use, to a Federal, state, or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

3. A record from this system of records may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosure to opposing counsel in the course of settlement negotiations.

5. A record in this system of records which contains medical information may be disclosed, as a routine use, to the medical advisor of any individual submitting a request for access to the record under the Act and 22 CFR part 505 if, in the sole judgment of the Agency, disclosure could have an adverse effect upon the individual, under the provisions of 5 U.S.C.

552a(f)(3) and implementing regulations at 22 CFR 505.6.

6. The information contained in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

7. A record from this system of records may be disclosed to an authorized appeal grievance examiner; a formal complaints examiner; an equal employment opportunity investigator; an arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee. A record from this system of records may be disclosed to the Office of Personnel Management in accordance with the Agency's responsibility for evaluation and oversight of Federal personnel management.

8. A record from this system of records may be disclosed to authorized employees of a Federal agency for purposes of audit.

9. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

10. A record from this system of records may be disclosed, as a routine use, to the Department of State and its posts abroad for the purpose of transmission of information between organizational units of the Agency, or for purposes related to the responsibilities of the Department of State in conducting foreign policy or protecting United States citizens, such as the assignment of employees to positions abroad, the reporting of accidents abroad, evacuation of employees and dependents, and other purposes for which officers and employees of the Department of State have a need for the records in the performance of their official duties.

11. A record in this system of records may be disclosed, as a routine use, to a foreign government or international agency when necessary to facilitate the conduct of U.S. relations with that government or agency through the issuance of such documents as visas, country clearances, identification cards, drivers' licenses, diplomatic lists,

licenses to import or export personal effects, and other official documents and permits routinely required in connection with the official service or travel abroad of the individual and her or his dependents.

12. A record in this system of records may be disclosed, as a routine use, to Federal agencies with which the Agency has entered into an agreement to provide services to assist the Agency in carrying out its functions under the Foreign Assistance Act of 1961, as amended. Such disclosures would be for transmitting information between organizational units of the Agency, for providing to the original employing agency information concerning the services of its employee while under the supervision of the Agency, including performance evaluations, reports of conduct, awards and commendations and information normally obtained in the course of personnel administration and employee supervision, or for providing other information directly related to the purpose of the inter-agency agreement as set forth therein, and necessary and relevant to its implementation.

13. A record in this system of records may be disclosed, as a routine use, to the Department of Justice to determine whether disclosure thereof is required by the Freedom of Information Act (5 U.S.C. 552).

14. A record in this system of records may be disclosed, as a routine use, when the information is subject to exemption under the Freedom of Information Act (5 U.S.C. 552), but the Agency, in its discretion, determines not to assert the exemption.

15. A record from this system of records may be disclosed, as a routine use, only to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements and only to those state and local taxing authorities for which the employee is subject to tax (whether or not tax is withheld).

Signed at Washington, DC, this 26th day of February 1997.

Les Jin,  
*General Counsel, United States Information Agency.*

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