

#### **STATE-04**

**System name :**

Confidential Statement of Employment and Financial Interests Records.

**System location :**

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

**Categories of individuals covered by the system:**

U.S. Government employees.

**Categories of records in the system:**

Employment and financial interests; creditors; interests in real property; actions on behalf of foreign principals.

**Authority for maintenance of the system:**

Executive Order 11222.

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

The principal user of this information outside the Department of State is the Department of Justice. Information may also be released to other government agencies having statutory or other lawful authority to maintain such information. Also see ``Routine Uses" paragraphs of the Prefatory Statement.

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

**Storage:** Hard copy.

**Retrievability:** By individual name.

**Safeguards:** All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel.

**Retention and disposal:**

Retention of these records varies, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

**System manager(s) and address:**

Executive Director, Office of the Legal Adviser, Room 6421, Department of State, 2201 C Street NW, Washington, DC 20520.

**Notification procedure:**

Individuals who have reason to believe that the Office of the Legal Adviser might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he/she wants the records of the office of the Legal Adviser to be checked. At a minimum, the individual must include: Name; date and place of birth; present mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Office of the Legal Adviser might have records pertaining to him or her.

**Record access procedures:**

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

**Contesting record procedures:**

(See above).

**Record source categories:**

The individual.