

## STATE-15

### **System name :**

Intelligence and Research Records.

### **System location :**

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

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

Employees, contractors, consultants, and persons detailed to the Department of State, the Arms Control and Disarmament Agency, and Agency for International Development who have or have had any special intelligence clearance.

### **Categories of records in the system:**

Clearances held by the individual; information relevant to special intelligence clearances.

### **Authority for maintenance of the system:**

18 U.S.C. 798; 22 U.S.C. 811a.

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

The information is used to control access to several highly sensitive categories of intelligence materials. The principal users of this information outside the Department of State are: Central Intelligence Agency; National Security Agency; Defense Intelligence Agency; Department of Defense; Energy Resources Development Agency; Federal Bureau of Investigation; Department of the Treasury; Arms Control and Disarmament Agency; Agency for International Development. The information may also be released to other government agencies having statutory or other lawful authority to maintain such information. Also see "Routine Uses" paragraphs of Prefatory Statement.

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

#### **Storage:**

Hard copy; magnetic computer media.

#### **Retrievability:**

By individual name.

#### **Safeguards :**

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

### **Retention and disposal:**

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

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

Director, Bureau of Intelligence and Research, Room 6531, Department of State, 2201 C Street NW, Washington, DC 20520.

### **Notification procedure:**

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

### **Record access procedures:**

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

### **Contesting record procedures:**

(See above).

### **Record source categories:**

The individual; Office of Security of the Department of State.

### **Systems exempted from certain provisions of the act:**

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), and (I), and (f). See Department of State rules published in the Federal Register.