

STATE-18

System name :

Labor Attaches Records.

System location :

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

Categories of individuals covered by the system:

Labor attaches; applicants to be labor attaches;
former labor attaches.

Categories of records in the system:

Personnel audit reports; applications; resumes;
correspondence related to appointment, training,
assignment, or transfer of labor attaches.

Authority for maintenance of the system:

22 U.S.C. 811a.

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 Labor.
This 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.

Retrievability:

By individual name.

Safeguards :

All employees of the Department of State have
undergone a thorough 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 from 2 to 5
years, depending upon the specific kind of record
involved. 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:

Special Assistant to the Secretary and

Coordinator, International Labor Affairs, Room
4232, Department of State, 2201 C Street NW,
Washington, DC 20520.

Notification procedure:

Individuals who have cause to believe that the
Office of the Special Assistant and Coordinator,
International Labor Affairs might have records
pertaining to them should write to the Director,
Foreign Affairs Document and Reference Center,
Room 1239, Department of State, 2201 C Street
NW, Washington, DC 20520. The individual
must specify that he/she wishes the records of
the Office of International Labor to be checked.
At a minimum, the individual must include:
Name; date and place of birth; current mailing
address and zip code; signature; approximate
dates during which he/she was a labor attaché or
applied to be a labor attaché.

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; officers within the Department of
State; Department of Labor.