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Public Notice: 7229

**STATE-22**

**SYSTEM NAME:**

Records of the Bureau of Public Affairs.

**SECURITY CLASSIFICATION:**

Unclassified.

**SYSTEM LOCATION:**

Department of State, 2201 C Street,  
NW., Rm 2214 Washington, DC  
20520.

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

Media representatives who request interviews with the Secretary of State and/or Department principals; individuals who apply to accompany the Secretary of State on official travel; individuals who request building passes for access to the Department; individuals who request information from a press officer concerning an issue(s) or information about the Department and its policies; individuals who are on the mailing list for the Secretary's speeches; individuals who invite the Secretary or Department principals to accept a speaking engagement or attend a function; representatives of nongovernmental organizations throughout the United States; state and local government officials; and Department employees who have asked the Bureau of Public Affairs to place articles about their achievements in their hometown newspapers.

**CATEGORIES OF RECORDS IN  
THE SYSTEM:**

This system contains contact information for individuals who are involved in the operations of the Bureau of Public Affairs; travel records, assignments, biographies, speaking engagements, interviews and communications of Department Secretaries, principals and

members of the media; records relating to requests for access to Department facilities; press releases; names of local media organizations; information on Department employees who asked the Bureau of Public Affairs to publish information/articles about them; and invitations sent to the Secretary and Department principals to include the name/organization of the requester, internal control number, assigned action office and status.

**AUTHORITY FOR MAINTENANCE  
OF THE SYSTEM:**

5 U.S.C. 301 (Management of Executive agencies); 22 U.S.C. 2651a (Organization of the Department of State); and 22 U.S.C. 3921 (Management of the Service/Secretary of State).

**PURPOSE(S):**

The purpose of soliciting this information is to enable the Bureau of Public Affairs to establish and maintain contact with the media, members of civil society organizations and the general public and circulate information to specific individuals or groups based on self-identified regional and policy interests.

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

The records in this system may be disclosed to contact members of the media to inform them of events, travel opportunities, and status of building access requests; respond to media representatives' and general public inquiries on various topics; and prepare briefing materials for interviewees. The information may be made available as a routine use to other U.S. Government agencies and the White

House for purposes of planning and coordinating public engagement activities.

The Department of State periodically publishes in the Federal Register its standard routine uses that apply to all of its Privacy Act systems of records. These notices appear in the form of a Prefatory Statement. These standard routine uses apply to Records of the Bureau of Public Affairs, State-22.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

**STORAGE:**

Electronic, hardcopy.

**RETRIEVABILITY:**

By individual name.

**SAFEGUARDS:**

All users are given cyber security awareness training, including the procedures for handling Sensitive but Unclassified information including personally identifiable information. Annual refresher training is mandatory. Before being granted access to Records of the Bureau of Public Affairs, a user must first be granted access to the Department of State computer system. Remote access to the Department of State network from non-Department owned systems is authorized only through a Department approved access program. Remote access to the network is configured with the Office of Management and Budget Memorandum M-07-16 security requirements, which include but are not limited to two-factor authentication and time out function. All Department of State employees and contractors with authorized access have

undergone a thorough background security investigation.

Access to the Department of State, its annexes and posts abroad is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All paper records containing personal information are maintained in secured file cabinets in restricted areas, access to which is limited to authorized personnel only. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and ad hoc monitoring of computer usage.

When it is determined that a user no longer needs access, the user account is disabled.

**RETENTION AND DISPOSAL:**

Records are retired in accordance with published Department of State Records Disposition Schedules as approved by the National Archives and Records Administration (NARA). More specific information may be obtained by writing the Director, Office of Information Programs and Services, Department of State, SA-2, 515 22nd Street, NW., Washington, DC 20522-8001.

**SYSTEM MANAGER AND ADDRESS:**

Deputy Assistant Secretary, Bureau of Public Affairs, Room 6800, Department of State, 2201 C Street NW., Washington, DC 20520.

**NOTIFICATION PROCEDURES:**

Individuals who have reason to believe that the Bureau of Public Affairs has records pertaining to them should write to the Director, Office of

Information Programs and Services,  
Department of State, SA-2, 515 22nd  
Street, NW., Washington, DC 20522-  
8001.

**RECORD ACCESS AND  
AMENDMENT PROCEDURES:**

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

**CONTESTING RECORD  
PROCEDURES:**

See above.

**RECORD SOURCE CATEGORIES:**

These records contain information  
obtained directly from the individual  
who is the subject of these records, the  
agency or organization that the  
individual represents, published  
directories and/or other bureaus in the  
Department.

**SYSTEM EXEMPTED FROM  
CERTAIN PROVISIONS OF THE  
ACT:**

None.