

STATE-64

System name:

Service Contributors Records.

Security classification:

Unclassified.

System location:

Department of State; SA-44; 301 Fourth Street, SW; Washington, DC 20547.

Categories of individuals covered by the

system: Freelance writers and photo-editors who are available to the Office of International Information Programs (IIP) on an intermittent, fixed-fee basis to

perform services for the Office of International Information Programs, and authors of newspaper and magazine articles dealing with U.S. policies and practices in five thematic areas: Economic Security, Political Security, Democracy and Human Rights, Global Issues and Communications, and U.S. Society and Values.

Categories of records in the system:

Copies of purchase orders issued to the contributors, addresses, phone numbers, specialties of contributors, data on number of times contributors have been used and fees paid for services.

Authority for maintenance of the system:

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

Purpose(s):

The information contained in the Records of the Office of International Information Programs is collected and maintained to identify possible freelance contributors with the subject-matter expertise the Office of International Information Programs requires for its publications.

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

The information in the Service Contributors Records is used:

- To select freelance writers and photo-editors to produce texts and research photos for IIP publications; and
- For office reference in identifying articles and locating authors.

Also see the "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register.

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

Hard copy; electronic media.

Retrievability:

Individual name.

Safeguards:

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department 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. 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.

Retention and disposal:

These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director; Office of IRM Programs and Services; SA-2; Department of State; 515 22nd Street, NW; Washington, DC 20522-6001.

System manager(s) and address:

Copyright and Print Publications Team, I I P/T/CP; Office of International Information Programs; Department of State; SA-44; 301 Fourth Street, SW; Washington, DC 20547.

Notification procedure:

Individuals who have reason to believe that the Office of International Information Programs might have records pertaining to themselves should write to the Director; Office of IRM Programs and Services; Department of State; SA-2; 515 22nd Street, NW; Washington, DC 20522-6001. The individual must specify that he/she wishes the Service Contributors Records to be checked. At a minimum, the individual should include: Name; date and place of birth; social security number; current mailing address and zip code; signature; a brief description of the circumstances that caused the creation of the record, and the approximate dates which give the individual cause to believe that the Office of Information Programs has 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, Office of IRM Programs and Services (address above).

Record source categories:

These records contain information obtained primarily from the individual who is the subject of these records, referrals of other freelance and photo-editor contributors, published material and other reference sources.

Systems exempted from certain provisions of the act:

None