

STATE-38

System name :

Vendor Records.

System location:

Supply and Transportation Division, Room 532, Department of State Annex 6, 1700 N. Lynn Street, Arlington, Virginia 22209.

Categories of individuals covered by the system:

Individuals who have contracted with the Department of State to provide various supplies and other services.

Categories of records in the system:

The contract itself; biographical sketches of the contractors; requisitions; invitations to bid; specifications; bids; bid abstracts; contract provisions; award documents; other information relating to contract award and performance.

Authority for maintenance of the system:

31 U.S.C. 67(b); 41 U.S.C. 257.

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

The information contained in these records is used primarily for auditing and budgetary purposes. The principal users of this information outside the Department of State are: The General Accounting Office and the Armed Services Board of Contract Appeals. 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:

Retention of these records varies from 3 to 8 years, 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:

Chief, Supply and Transportation Division, Room 532, Department of State, Annex 6, 1700 Lynn Street, Arlington, VA 22209.

Notification procedure:

Individuals who have reason to believe that the Supply and Transportation Division 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. He/she individual must specify that he wishes the records of the Supply and Transportation Division to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the type of supply/service contracted to the Department of State and the approximate dates during which contractual arrangement was effective.

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; end-users of the contracted services; various employees of the contracting office.