

STATE-27

System name :

Personal Property Claims.

System location :

Department of State Annex 2, 515 22nd Street NW, Washington, DC 20037.

Categories of individuals covered by the system:

Employees of the Department of State, the Agency for International Development, and the United States Information Agency, who have filed claims for loss of personal property.

Categories of records in the system:

Claims; determinations of claims.

Authority for maintenance of the system:

31 U.S.C. 240-242.

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

This information is used to settle claims for loss of personal property. The principal users of this information outside the Department of State are the Agency for International Development and the United States Information Agency. Information is released to these agencies when the individual who makes the claim is employed by such agency. 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 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:

Generally these records are retained for 2 years. 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, Evacuation and Relocation Staff, Room 1890, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure:

Individuals who have reason to believe that the Office of Personal Property Claims 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 Personal Property Claims to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the approximate date of the claim.

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; personnel of the Department of State; insurance companies.