System name: Congressional Correspondence Records.
System location: Department of State, 2201 C Street, NW, Washington, DC 20520.
Categories of individuals covered by the system: Members of Congress and their constituents who request Congressional assistance in obtaining information or services from the Department of State.
Categories of records in the system: Correspondence, memoranda and E-mail messages between Members of Congress, Congressional Committees, and the Department including our posts abroad pertaining to Congressional and constituents’ requests for information or services from the Department.
Authority for maintenance of the system: 22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of service); 5 U.S.C. 301 (Management of the Department of State).
Purpose(s): The information in this system of records is collected and maintained by the Bureau of Legislative Affairs to fulfill its responsibility to the Congress in tracking Members’ correspondence and providing appropriate responses.
Routine uses of records maintained in the system, including categories of users and purposes of such uses: The information in this system is used: -to respond to requests from Congress, Congressional Committees or constituents of Members of Congress for information or services from the Department; and -to provide Department principals with information regarding trends or particular interests of Members of Congress or their constituents.
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: Electronic media.
Systems exempted from certain provisions of the act:
None.