State-08
System Name:
Educational and Cultural Exchange Program
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:
Applicants, recipients and prospective recipients
of Educational and Cultural Exchange grants and
programs; members of the J. William Fulbright
Foreign Scholarship Board; and American
Executive Secretaries of Fulbright Foundations
and Commissions.

Categories of records in the system:
Biographic information; project descriptions;
evaluations of the performances of former
grantees; evaluations of performing artists who
may be potential grantees; copies of press
releases; new clippings; information related to
the grant and related correspondence; academic
transcripts; letters of reference; ratings by
nongovernmental panel members; insurance
vouchers and cards; medical clearance forms;
travel itineraries; and confirmation letters.

Authority for maintenance of the system:
5 U.S.C. 301 (Management of the Department of
State); 22 U.S.C. 2651a (Organization of the
Department of State); 22 U.S.C. 3921
(Management of service).

Purpose(s):
The information contained in the records of the
Bureau of Educational and Cultural Affairs
(ECA) is collected and maintained primarily to
aid in the selection of individuals for educational
and cultural exchange grants and programs, and
for the administration of such grants and
programs.

Routine uses of records maintained in the
system, including categories of users and
purposes of such uses:
The information in the Educational and Cultural
Exchange Program Records is used by: ECA
program officers for recordkeeping purposes;
relatives when the information is required for the
benefit of the subject; and peer review
committees from cooperating agencies for the
ranking and rating process. The information
contained in this system will be used to: (a)
Develop statistics for use in the operation of the
exchange program; (b) Select individuals for the
programs; (c) To advise former and current
grantees and program participants of additional
program and grant opportunities; (d) Provide
information to the news media for promotion of
the Fulbright program and to confirm status of
grantees; and (e) Disclose information to
officials of foreign governments and
organizations in vetting the process and
selection of participants. 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 and hard copy.

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 records schedules of the Department
of State and as approved by the National
Archives and Records Administration.

System manager and address:
Director; Office of Information Programs and Services; SA-2; Department of State; 515 22nd Street, NW.; Washington, DC 20522-8100.

**Notification procedure:**
Individuals who have reason to believe that the Bureau of Educational and Cultural Affairs might have records pertaining to themselves should write to the Director; Office of Information Programs and Services; SA-2; Department of State; 515 22nd Street, NW.; Washington, DC 20522-8100. The individual must specify that he/she wishes the Bureau of Educational and Cultural Affairs Records to be checked. At a minimum, the individual should include: name; date and place of birth; current mailing address and zip code; signature; and preferably his/her social security number; 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 Bureau of Educational and Cultural Affairs has records pertaining to him/her.

**Record access and amendment procedures:**
Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director; Office of Information Programs and Services (address above).

**Record source categories:**
These records contain information obtained primarily from the individual who is the subject of these records, and from published material and other reference sources.

**Systems exempted from certain provisions of the Act:**
None.