



Privacy Act of 1974 Peace Corps' Systems of Records

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II. General Routine Uses Applicable to More Than One System of Records

- A. **Disclosure for Law Enforcement Purposes.** Information may be disclosed to the appropriate Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, if the information indicates a violation or potential violation of civil or criminal law or regulation within the jurisdiction of the receiving entity.
- B. **Disclosure Incident to Requesting Information.** Information may be disclosed to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, or to identify the type of information requested); when necessary to obtain information relevant to a Peace Corps decision concerning retention of an employee or other personnel action (other than hiring), retention of a security clearance, the letting of a contract, or the issuance or retention of a grant or other benefit.
- C. **Disclosure to Requesting Agency.** Information may be disclosed to a Federal, State, local, or other public authority of the fact that this system of records contains information relevant to the requesting agency's retention of an employee, the retention of a security clearance, the letting of a contract, or the issuance or retention of a license, grant, or other benefit. The other agency or licensing organization may then make a request supported by the written consent of the individual for part or all of the record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.
- D. **Disclosure to Office of Management and Budget.** Information may be disclosed to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.
- E. **Disclosure to Congressional Offices.** Information may be disclosed to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual.
- F. **Disclosure to Department of Justice.** Information may be disclosed for purposes of litigation, provided that in each case the disclosure is compatible with the purpose for which the records were collected. Disclosure for these purposes may be made to the Department of Justice, or in a proceeding before a court, adjudicative body, or other administrative body before which the Peace Corps is authorized to appear. This disclosure may be made when: 1. The Peace Corps, or any component thereof; 2. Any employee of the Peace Corps in his or her official capacity; 3. Any employee of the Peace Corps in his or her individual capacity where the Department of Justice or the Peace Corps has agreed to represent the employee; or 4. The United States (when the

Peace Corps determines that litigation is likely to affect the Peace Corps or any of its components) is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice or the Peace Corps is deemed by the Peace Corps to be relevant and necessary to the litigation.

- G. **Disclosure to the National Archives.** Information may be disclosed to the National Archives and Records Administration in records management inspections.
- H. **Disclosure to Contractors, Grantees, and Others.** Information may be disclosed to contractors, grantees, consultants, or Volunteers performing or working on a contract, service, grant, cooperative agreement, job, or other activity for the Peace Corps and who have a need to have access to the information in the performance of their duties or activities for the Peace Corps. When appropriate, recipients will be required to comply with the requirements of the Privacy Act of 1974 as provided in 5 U.S.C. 552a(m).
- I. **Disclosures for Administrative Claims, Complaints, and Appeals.** Information may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator, or other person properly engaged in investigation or settlement of an administrative grievance, complaint, claim, or appeal filed by an employee, but only to the extent that the information is relevant and necessary to the proceeding. Agencies that may obtain information under this routine use include, but are not limited to, the Office of Personnel Management, Office of Special Counsel, Merit Systems Protection Board, Federal Labor Relations Authority, Equal Employment Opportunity Commission, and Office of Government Ethics.
- J. **Disclosure to the Office of Personnel Management.** Information may be disclosed to the Office of Personnel Management pursuant to that agency's responsibility for evaluation and oversight of Federal personnel management.
- K. **Disclosure in Connection with Litigation.** Information may be disclosed in connection with litigation or settlement discussions regarding claims by or against the Peace Corps, including public filing with a court, to the extent that disclosure of the information is relevant and necessary to the litigation or discussions and except where court orders are otherwise required under Section (b)(11) of the Privacy Act of 1974, 5 U.S.C. 552a(b)(11).
- L. **Disclosure to U.S. Ambassadors.** Information from this system of records may be disclosed to a U.S. Ambassador or his or her designee in a country where the Peace Corps serves when the information is needed to perform an official responsibility, to allow the Ambassador to knowledgeably respond to official inquiries and deal with in-country situations that are within the scope of the Ambassador's responsibility.

III. Systems of Records

PC-1 – Peace Corps

System name:

Accounts Receivable (Collection of Debts Claims Records).

System location:

Fiscal Services Division, Office of Financial Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526.

Categories of individuals covered by the system:

Any former or current Peace Corps employee, Volunteer, or other individual erroneously overpaid by the Peace Corps or who has an advance outstanding from the Peace Corps.

Categories of records in the system:

Names and addresses of individuals indebted to Peace Corps including the date of the debt, claim number, amount of the debt, related correspondence, and a copies of checks and the date the debt was paid if payment has occurred, Authority for maintenance of the system (includes any revisions or amendments): 31 U.S.C. 3711 et seq.; Public Law 104-134; and the Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To record information and resolution of erroneous payments and outstanding advances made by the Peace Corps (Last revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, K, and L apply to this system.

Records may also be disclosed to:

1. The Department of Justice in cases of administrative error involving overpayment or outstanding advances or situations in which the Peace Corps has been unable to collect a debt; or
2. The Department of Treasury for debt collection.

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

Storage: On paper and in a computerized database.

Retrievability: By name or claim number.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept until settlement of a claim and then retired to the Federal Records Center to be destroyed in accordance with General Records Schedule 6.1.2.

System Manager:

Director, Fiscal Services Division, Office of Financial Services, Peace Corps,
1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Peace Corps offices making payments or travel advances.

PC-2 – Peace Corps

System name:

Congressional Files.

System location:

Congressional Relations, Peace Corps, 1111 20th St., N.W., Washington, DC
20526.

Categories of individuals covered by the system:

Members of Congress and Peace Corps Volunteers.

Categories of records in the system:

Bio-data and voting records of Members of Congress, incoming and outgoing correspondence with Members of Congress; and records regarding concerns of Members of Congress affecting the Peace Corps.

Authority for maintenance of the system (includes any revisions or amendments):

The Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To track communications with members of Congress and congressional concerns affecting the Peace Corps (Last Revised: August 2000).

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

General routine uses A, E, F, G, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name, congressional committee, Congress member, or state.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept on-site for five years, then retired to the Federal Records Center to be stored for ten years and then destroyed.

System Manager:

Director, Congressional Relations, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, Peace Corps staff, and publications such as the Congressional Record, periodicals, and standard reference publications.

PC-3 – Peace Corps

System name:

Contractors and Consultants Files.

System location:

Center for Field Assistance and Applied Research, Peace Corps, 1111 20th St.,
N.W., Washington, DC 20526

Categories of individuals covered by the system:

Contractors or consultants for Peace Corps programs.

Categories of records in the system:

Correspondence, resumes, and other materials pertaining to personal services contractors or consultants.

Authority for maintenance of the system (includes any revisions or amendments):

The Peace Corps Act, 22 U.S.C. 2501 et seq. Purpose: To identify and track personal services contractor or consultants for Peace Corps program needs (Last Revised: August 2000).

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

General routine uses A, B, C, D, E, F, G, H, J, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name, address, telephone number, social security number, salary history, skill categories, performance evaluations, and country to which work pertains.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept on-site for four years after becoming inactive and then destroyed.

System Manager:

Chief, Resource Development Division, Center for Field Assistance and Applied Research, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k)(5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. The Peace Corps may, in its discretion, fully grant individual requests for access and correction if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will

be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject and persons consulted as references.

Systems exempted from certain provisions of the Privacy Act:

Pursuant to 5 U.S.C. 552a(k)(5), this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in that subsection: 5 U.S.C. 552a(c)(3),(d),(e)(1),(e)(4)(G),(e)(4)(H),and(f).

PC-4 – Peace Corps

System name:

Discrimination Complaint Files.

System location:

American Diversity Program, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Any employee, volunteer, or applicant for employment or Volunteer service who has filed a complaint of discrimination against the Peace Corps.

Categories of records in the system:

Complaints, copies of personnel records, investigatory materials and affidavits, correspondence related to complaints, and information as to how the complaint was resolved.

Authority for maintenance of the system (includes any revisions or amendments):

22 U.S.C. 2504(a); 42 U.S.C. 2000e-16; 42 U.S.C. 5057; 29 U.S.C. 206; 29 U.S.C. 633a; 29 U.S.C. 791; 29 U.S.C. 794a; E.O. 11478, and 29 CFR 300 and 1614.

Purpose:

To record actions taken on complaints of discrimination against the Peace Corps (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By employee name and case number.

Safeguards: Paper records are maintained in lockable file cabinets. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept until settlement of a claim and then retired to the Federal Records Center to be destroyed in accordance with General Records Schedule 6.1.2. Records are destroyed four years after the close of the case.

System Manager:

Director, American Diversity Program, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526.

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k)(2) and (5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. The Peace Corps may, in its discretion, fully grant individual requests for access and correction if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, Peace Corps staff and Volunteers, and others with information relevant to resolving discrimination complaint.

Systems exempted from certain provisions of the Privacy Act:

Pursuant to 5 U.S.C. 552a(k)(2) and (5), this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in those subsections: 5 U.S.C. 552a (c)(3),(d),(e)(1),(e)(4)(G), (e)(4)(H),and(f).

PC-5 – Peace Corps

System name:

Employee and Volunteer Occupational Injury and Illness Reports.

System location:

Office of Medical Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526; in Peace Corps offices in eleven U.S. cities; and in countries with Peace Corps programs while the record subject is serving as a volunteer there.

Categories of individuals covered by the system:

Peace Corps employees who have job-related injuries or illnesses; and Volunteers who have service-related injuries or illnesses.

Categories of records in the system:

Name, address, telephone number, date of birth, social security number, FECA, case file number, sex, dates of service, country in which served, reports of occupational injuries and illnesses and associated medical reports including x-rays. Authority for maintenance of the system (includes any revisions or amendments): 29 U.S.C. 668; 5 U.S.C. 8101 et seq.; and the Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To record information and resulting actions pertaining to employee and Volunteer occupational injuries and illnesses (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, J, K, and L apply to this system.

Records may also be disclosed to:

1. The record subject upon the subject's request;
2. The Occupational Safety and Health Administration, Department of Labor, for employment- or service-related injuries or illnesses; or
3. The Office of Workers' Compensation Programs, Department of Labor, for workers' compensation claims.

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

Storage: On paper and in a computerized database.

Retrievability: By name, social security number, FECA case file number, and country of service.

Safeguards: Paper records are maintained in a lockable file room. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Workers' compensation records are retained on-site until inactive, then retired to the Federal Records Center for 15 years, after which they are destroyed.

System Manager:

Director, Office of Medical Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526; Director, Peace Corps regional offices; and Country Director in countries with Peace Corps programs.

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. §552a(k)(5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. The Peace Corps may, in its discretion, fully grant individual requests for access and correction if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, Peace Corps supervisors, physicians and other health care providers, other medical sources including laboratories, and debt collection agencies.

Systems exempted from certain provisions of the act:

Pursuant to 5 U.S.C. 552a(k)(5), this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in that subsection: 5 U.S.C. 552a (c)(3),(d),(e)(1),(e)(4)(G),(e)(4)(H),and(f).

PC-6 – Peace Corps

System name:

Employee Pay and Leave Records

System location:

Office of Human Resource Management, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Categories of individuals covered by the system:

Peace Corps employees.

Categories of records in the system:

Personnel actions, savings bond applications, allotment advices, IRS tax levels, notice of deduction for health insurance, Combined Federal Campaign contributions, union dues withholdings applications, educational allowances for children of overseas employees, records concerning collections for overpayments, and time and attendance records.

Authority for maintenance of the system (includes any revisions or amendments):

5 U.S.C. 5525 et seq.; 5 U.S.C. 5501 et seq.; 5 U.S.C. 5701; 5 U.S.C. 6301 et seq.; and 31 U.S.C. 3512.

Purpose:

To record moneys paid, allotments authorized, leave earned and used, and retirement benefits earned (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, J, K, and L apply to this system. Records may also be disclosed to:

1. The Treasury Department for the purpose of payroll, savings bonds or other deductions, or effecting administrative offset against the debtor to recoup a delinquent debt to the U.S. Government by the debtor;
2. To the Internal Revenue Service for tax matters;
3. To participating insurance companies holding policies with respect to Peace Corps employees; or
4. To a Federal agency to perform payroll services for the Peace Corps.

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

Storage: On paper and in a computerized database.

Retrievability: By name and social security number (computer data base only).

Safeguards: Paper records are maintained in lockable file cabinets. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Paper records are maintained for three years after an employee terminates employment with the Peace Corps and then destroyed.

System Manager:

Director, Office of Human Resource Management, Peace Corps, 1111 20th St.,
N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject.

PC-7 – Peace Corps

System name:

Peace Corps Volunteers: Reasons for Resignation.

System location:

Office of Planning, Policy, and Analysis, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Categories of individuals covered by the system:

Current and former Peace Corps volunteers.

Categories of records in the system:

Name, social security number, codes reflecting the reasons for resignation as identified by the volunteer and Country Staff, training class, country of service, projected close of service date, and actual close of service date.

Authority for maintenance of the system:

The Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To provide feedback from Peace Corps volunteers for improving agency programs and services. To provide a basis for assessing the record subject's suitability for Peace Corps staff employment, employment as a personal services contractor, or volunteer service. (Last revised: August 2000).

Routine uses of records maintained in the system:

General routine uses E, F, H, and K apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name or identifying number.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Paper records are maintained until data is entered into the computer system; electronic records are maintained for the life of the agency.

System Manager:

Director, Office of Planning, Policy, and Analysis, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject.

PC-8 – Peace Corps

System name:

Legal Files – Staff, Volunteers, and Applicants

System location:

Office of the General Counsel, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Peace Corps staff, volunteers, and applicants for employment or volunteer service.

Categories of records in the system:

Records pertaining to employee administrative and EEO grievances, wage garnishments, appeals from adverse actions, claims by and against staff members, claims by and against volunteers, litigation involving Peace Corps staff or volunteers, and legal queries from staff members.

Authority for maintenance of the system (includes any revisions or amendments):

The Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To support legal representation of the Peace Corps and to provide legal counsel to the Director of the Peace Corps, the Director's designees, and Peace Corps staff (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name.

Safeguards: Paper records are maintained in lockable file cabinets. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Files are retired to the Federal Records Center consistent with the Peace Corps Records Management Handbook where they are maintained for 30 years and then destroyed.

System Manager:

General Counsel, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. §552a(k)(1),(2),and (5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee

identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, and correspondence and reports from persons and agencies dealing with the Peace Corps.

Systems exempted from certain provisions of the act:

Pursuant to 5 U.S.C. 552a(k)(1),(2), and(5),this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in those subsections: 5 U.S.C.552a(c)(3),(d),(e)(1),(e)(4)(G), (e)(4)(H),and(f).

PC-9 – Peace Corps

System name:

Payment

Records:

Transportation, Travel Authorizations, and Household Storage.

System location:

Fiscal Services Division, Office of Financial Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Any current or former Peace Corps employee, volunteer or other individual traveling for Peace Corps and paid through contract, purchase order, or travel order.

Categories of records in the system:

Invoices received, amount paid, payment vouchers and associated documents, schedule number, contract or purchase order number, type of payment (advance, partial, or final), travel authorizations, travel vouchers, receipts, and other materials related to official travel.

Authority for maintenance of the system (includes any revisions or amendments):

5 U.S.C. 5701 et seq.; 31 U.S.C. 3512; 31 U.S.C. 3901 et seq.; and the Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To record payments made as a result of purchase orders, travel authorizations, or other authorization documents (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, C, D, E, F, G, H, I, K, and L apply to this system. Records may also be disclosed to:

1. The Department of Treasury for disbursement to vendors and travelers; or
2. To a household storage vendor in the event of a discrepancy between the vendor's and Peace Corps' records.

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

Storage: On paper and in a computerized database.

Retrievability: By employee name or schedule number.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept until settlement of a claim and then retired to the Federal Records Center to be destroyed in accordance with General Records Schedule 6.1.2.

System Manager:

Director, Fiscal Services Division, Office of Financial Services, Peace Corps,
1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject and Peace Corps authorizing offices.

PC-10 – Peace Corps

System name:

Office of Private Sector Cooperation and International Volunteerism Database

System location:

Office of Private Sector Cooperation and International Volunteerism, Peace Corps, Office of Private Sector Development, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Individuals making donations to Peace Corps partnership projects or inquiring about partnership projects; volunteers.

Categories of records in the system:

For donors: name, address, telephone number, birth date, and contribution amount; for volunteers: name, address, and close of service date.

Authority for maintenance of the system (includes any revisions or amendments):

The Peace Corps Act, 22 U.S.C. 2501 et. seq.

Purpose:

To record and track donors and donations to the Peace Corps partnership projects (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, D, E, F, G, H, I, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name or project number.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept until three years after completion of project, and then retired to the Federal Records Center to be maintained and destroyed in accordance with General Records Schedule 6.1.2.

System Manager:

Director, Office of Private Sector Cooperation and International Volunteerism, Peace Corps, Office of Private Sector Development, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject and Peace Corps volunteers.

PC-11 – Peace Corps

System name:

Personal Services Contracts.

System location:

Office of Contracts, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Personal services contractors for the Peace Corps. Categories of records in the system: History of service or performance, including earning records of individuals hired as personal services contractors.

Authority for maintenance of the system (includes any revisions or amendments):

The Peace Corps Act, 22 U.S.C. 2501 et seq.; and Federal Acquisition Regulations, 48 CFR Chapters 1 - 99.

Purpose:

For determining personal services contractor's eligibility for employment and pay determinations; for determining accountability and liability of parties under the personal services contract, and other contract issues (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name or contract number.

Safeguards: Paper records are maintained in locked file cabinets in a secure room. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records in the system are maintained on site for one year after the closing date of the contract, then sent to the Federal Records Center where they are maintained for three years if the contract amount is \$25,000 or less, and for six years and three months if the contract amount is greater than \$25,000, and then destroyed.

System Manager:

Director, Office of Contracts, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k)(5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. However, the Peace Corps may, in its discretion, fully grant individual requests for access and correction if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, Peace Corps staff, and outside sources used as references for those applying as contractors.

Systems exempted from certain provisions of the Act:

Pursuant to 5 U.S.C. 552a(k)(5), this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in that subsection: 5 U.S.C. 552a (c)(3),(d),(e)(1),(e)(4)(G),(e)(4)(H),and(f).

PC-12 – Peace Corps

System name:

Property Records.

System location:

At each overseas Peace Corps office and in Administrative Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Name, room number, and country of assignment for Peace Corps staff and volunteers who have physical property assigned to them.

Categories of records in the system:

U.S. Government property assigned to Peace Corps staff or volunteers.

Authority for maintenance of the system (includes any revisions or amendments):

40 U.S.C. 483(b) and (c); and the Peace Corps Act, 22 U.S.C. 2501, et seq.

Purpose:

To record and account for U.S. Government property assigned to Peace Corps staff and volunteers (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, C, D, E, F, G, H, I, K, and L apply to this system. Records may also be disclosed to the Department of State or General Services Administration to account for the disposition of Federal property.

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

Storage: On paper and in computerized databases.

Retrievability: By name, room number, or country.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are retained at overseas posts for two years after the Peace Corps staff member or volunteer terminates assignment, then destroyed. Headquarters records are retained for five years, then retired to the Federal Records Center and destroyed after 20 years.

System Manager:

For overseas records, Country Directors in each country in which Peace Corps maintains a program. For headquarters records, Director, Office of Administrative Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Peace Corps staff and volunteers.

PC-13 – Peace Corps

System name:

Personnel Security Records

Security classification:

Some classified information may be included in this system.

System location:

Security Office, Office of Human Resource Management/Security Office, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Current and former applicants for Peace Corps staff employment and volunteer service; and individuals considered for access to classified information or restricted areas and/or personnel security determinations as contractors and experts.

Categories of records in the system:

Investigative information regarding an individual's character, conduct, background, and behavior.

Authority for maintenance of the system (includes any revisions or amendments):

E.O. 10450; The Peace Corps Act, 22 U.S.C. 2501 et seq. Purpose: To record information used to determine eligibility or suitability for employment or

volunteer service, including eligibility to serve as a Peace Corps contractor. (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, J, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name.

Safeguards: Available only to employees with appropriate security clearance and a need to know. Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are maintained in the Security Office in the Office of Human Resources for seven years from the date of the last investigative activity and then destroyed.

System Manager:

Director, Personnel Security Staff, Office of Human Resource Management,
Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k)(1), (2), and (5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. The Peace Corps may, in its discretion, fully grant individual requests for access and correction if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document that includes the requester's social security number and full signature. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subjects; Federal agencies; employers, schools, references, and other sources of information about the record subject.

Systems exempted from certain provisions of the Privacy Act:

Pursuant to 5 U.S.C. 552a(k)(1),2),and (5), this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in those subsections: 5 U.S.C. 552a (c)(3),(d),(e)(1), (e)(4)(G),(e)(4)(H),and(f).

PC-14 – Peace Corps

System name:

Administrative Grievance Records.

System location:

Office of Human Resource Management, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Categories of individuals covered by the system:

Peace Corps staff who have filed an administrative grievance or grievance appeal or have filed a complaint with the Merit Systems Protection Board, Federal Labor Relations Authority, Federal Mediation and Conciliation Service, or other organization.

Categories of records in the system:

Grievance, appeal, and arbitration files containing petitions, complaints, charges, evidentiary materials, records of hearings or other matters regarding administrative grievances or arbitration.

Authority for maintenance of the system (includes any revisions or amendments):

5 U.S.C. chapters 71-79; and E.O. 11491.

Purpose:

To resolve administrative complaints or grievances (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, J, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name or social security number.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are retired to the Federal Records Center to be maintained and then destroyed 25 years after the close of the case.

System Manager:

Director, Office of Human Resource Management, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k)(5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. The Peace Corps may, in its discretion, fully grant individual requests for access and correction if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subjects; witnesses to any occurrences giving rise to a grievance, appeal or other action; hearing records and affidavits and other documents used or usable in connection with grievance, appeal, and arbitration hearings.

Systems exempted from certain provisions of the act:

Pursuant to 5 U.S.C. 552a(k)(5), this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in that subsection: 5 U.S.C. 552a c)(3),(d),(e)(1),(e)(4)(G),(e)(4)(H),and (f).

PC-15 – Peace Corps

System name:

Overseas Executive Selection and Support.

System location:

Overseas Executive Selection and Support, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Applicants for Peace Corps Country Director positions.

Categories of records in the system:

Name, address, telephone number, social security number, professional resume, letter of interest, personal essay, and other background information regarding qualifications for Peace Corps Country Director. Authority for maintenance of the system (includes any revisions or amendments):

The Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To supply qualified applicants for Country Director positions with the Peace Corps (Last Revised: August 2000).

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

General routine uses A, D, E, F, G, I, J, K, and L apply to this system.

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

Storage: On paper and in computerized database.

Retrievability: By name.

Safeguards: Paper records are maintained in locked file cabinets in a secure room. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Applications not resulting in appointment are destroyed after two years. Applications resulting in appointment are forwarded to the Official Personnel Folder maintained by Human Resource Management and disposed of in accordance with the record schedule for Official Personnel Folders.

System Manager:

Director, Overseas Executive Selection and Support, Peace Corps, 111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k)(5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. The Peace Corps may, in its discretion, fully grant individual requests for access and correction if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. Any individual who wants to know whether this system of records contains a record about him or

her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject and personal references

Systems exempted from certain provisions of the Privacy Act:

Pursuant to 5 U.S.C. 552a(k)(5), this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in that subsections: 5 U.S.C. 552a (c)(3),(d),(e)(1),(e)(4)(G),(e)(4)(H),and (f).

PC-16 – Peace Corps

System name:

Travel Files.

System location:

Transportation Division, Office of Administrative Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526, and domestic and overseas field offices.

Categories of individuals covered by the system:

Any Peace Corps employee, volunteer, contractor, or other individual engaged in authorized official travel for the Peace Corps.

Categories of records in the system:

Travel authorizations; itineraries; Government Bills of Lading; packing letters and passport numbers for overseas travel; passports for staff, trainees and volunteers; and other travel related material.

Authority for maintenance of the system (includes any revisions or amendments):

5 U.S.C. 5701 et seq.; 31 U.S.C. 3512; 31 U.S.C. 3901 et seq.; and the Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To account for, and issue payments as a result of, authorized official Peace Corps travel (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, C, D, E, F, G, H, I, and K apply to this system. Records may also be disclosed to transportation carriers for providing transportation services.

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

Storage: On paper.

Retrievability: By name or by country.

Safeguards: Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are maintained at Peace Corps headquarters and domestic and overseas field offices for three years after the individual leaves the agency or performs the travel, and are then destroyed.

System Manager:

Director, Transportation Division, Office of Administrative Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526 and the office heads of Peace Corps' domestic and overseas field offices.

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, supervisors, or other Peace Corps staff.

PC-17 – Peace Corps – [Retained from 1985 Systems of Records]

System name:

Volunteer Applicant and Service Records System

System Location:

This system is made up of subsystems which are located agency wide in Peace Corps offices. These locations are (a) Headquarters; (b) three Service Center

offices and area and sub-area Recruitment offices; and (c) each Peace Corps overseas program office. The number of Peace Corps overseas offices fluctuates as programs are added or withdrawn. Specific addresses will be provided upon request to the Director of Administrative Services. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, Peace Corps, c/o the American Embassy in the country.

Categories of Individuals covered by the system:

Current and former Peace Corps Volunteers, Trainees and applicants for volunteer service including Peace Corps United Nations Volunteers. A record may exist in a subsystem depending on whether a record was established as part of the application, selection, placement, and service process.

Categories of records covered by the system:

This major system covers a number of temporary and permanent records established during the application, selection, placement, training and service stages. Most information maintained in this system is furnished by the individual. Generally, the individual is aware of any necessary investigations being conducted and is either counseled or authorizes such investigations. As the record progresses through the subsystems, generally, the following folders may be established: PCV Applicant File; Medical File; and Trainee/Volunteer Service File. If certain situations warrant, a Special Services file may be established. These records are explained in detail in the following paragraphs. At the processing and program support desk levels temporary day to day sets of records may be used or set up to meet the needs of work processes. This information is usually extracted from the official record or is a duplicate of information contained in the official record and is utilized only as long as needed for a particular decision, project or period of service. Upon completion of the use of such records they are destroyed or, in the case of a permanent document or record, are forwarded to the peace Corps Records Center for retirement.

- (1) Volunteer Applicant Folder and Computer Based Record: This record contains forms related to the applicant process such as the application, references, overseas suitability assessments, invitation to training, trainee enrollment forms correspondence relating to the application, copies of other application documents, such as a peace Corps background investigation form, evaluator-recruiter interview forms. Information is extracted from the official record hard copy to create a computer record which is used to track progress, issue labels for correspondence to the applicant and account for the establishment, retirement and ultimate destruction of the individual record. Statistical information, without personal identifies, is used from the computer record.

- (2) **Trainee and Volunteer Service Pay Folder and Computer Based Record:**
This record contains correspondence, forms related to pay allowances, travel and service such as, the Oath, designation of beneficiary, address, social security number, duty station, next of kin, trainee registration form, service and termination documents. Information is coded from hard copy documents to create a computer record for pay and verification of service purposes.
- (3) **Medical Folder:** The medical record contains medical examination forms and fitness for duty reports, medical claims, correspondence and cables, medical histories, payment records, record of the consulting physician, treatment, hospitalization and disposition of the case, and history of psychiatric or psychological treatment.
- (4) **Special Services Folder:** This record contains information pertaining to any unusual or extraordinary action or circumstances happening during service or causing the termination of the Volunteer or Trainee. These records contain details of re-enrollments, re-instatements, death or termination. Details include name, country of assignment, program number, dates of the action, and supportive documentation. Supportive documentation would include termination reports, staff recommendations, cables, financial information, travel arrangements and medical clearance. Death cases may also include an autopsy report, documentation of account of the death, designation of beneficiary, policy report, death certificate, correspondence related to final arrangements, money payments and other financial matters.
- (5) **Overseas Post Service and Medical Records:** Contains correspondence and forms relating to in country service such as records of all payments or accrued credit to Volunteers and Trainees, advances or other items due to the government from Volunteers or Trainees, monthly living allowances, leave allowances, settling in allowances, property assignments. The medical record is maintained at post by the Peace Corps Health Official. It contains the entrance physical and dental examination records and record of treatment received while in Peace Corps.
- (6) **United Nations Volunteer Records:** These records contain applications, correspondence related to the applicant/placement process, other records connected with the application, training and placement of person wishing to serve or serving as United Nations Volunteers. For short periods of time references furnished by the applicant in support of the UNV application are kept in the UNV folder until the PC Applicant Folder is received from the Office of Placement by Multilateral programs. Then the UNV references, along with the UNV application, are forwarded to Geneva/UNV. Medical history forms for UNV applicants are forwarded by the examining facility to Peace Corps Office of Medical Services, who, after medical clearance by

Peace Corps, forward them to the Medical Office, Geneva/UNV. At the end of service or inactivation of the record the UNV record is forwarded to the Peace Corps Record Center for combining and retirement as regular Peace Corps Volunteer records.

Authority for Maintenance of the System:

The Peace Corps Act, 22 U.S.C. 2501 et seq., and The Budget and Accounting Act of 1950.

Purpose(s):

This system was established to maintain records of individuals who apply for Peace Corps Volunteer service and to record resulting actions taken on the applications and service.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

The contents of these records may be disclosed and used as follows:

- (a) As stated in our general routine uses unless specifically exempted under this heading.
- (b) To Peace Corps Volunteer host country officials to obtain visas, inform of pending arrival of the Trainee/Volunteer and for review of their qualifications for a program.
- (c) To the Trainee/Volunteer's family or next of kin so that he or she may be located in case of emergency.
- (d) To the Social Security Administration for crediting of social security accounts and reports withholdings.
- (e) To the Internal Revenue Service to report on taxes paid and for income purposes.
- (f) To Federal agencies having a need to verify Volunteer eligibility for Federal employment under provision of Executive Order 11103.
- (g) To the Treasury Department for purposes of issuing payroll checks, readjustment allowance checks or to report overpayments.
- (h) To appropriate overseas U.S. Government agencies for monthly payroll preparation.
- (i) To verify active or former Volunteer service.
- (j) Regarding the United Nations Volunteers records: In addition to our general routine uses the contents of these records may be disclosed and used as follows:

- (1) To designated officers and employers of the United Nations having a responsibility for the selection and placement of U.N. Volunteers.
 - (2) To officials of a proposed host country desiring the assignment or placement of U.N. Volunteers.
- (k) Regarding medical records: Notwithstanding subsections (a) through (j), in addition to our general routine uses the medical records may be disclosed or used only as follows:
- (1) To the Office of Workers' Compensation Programs, U.S. Department of Labor in connection with claims under the Federal Employee's Compensation Act.
 - (2) To a physician or other medical personnel treating or involved in the medical treatment and/or care of an applicant, trainee or Volunteer and having a need for such records for the provision of the medical treatment or care. In situations where it is practicable, the individual's consent will be obtained before releasing such information.
 - (3) To psychiatrists or clinical psychologists when necessary for treatment. To the extent practicable disclosure will not be made without approval of the individual.
 - (4) In death cases to notify designated life and/or personal property insurance companies to obtain payment of insurance benefits; to notify the Office of the Vice President for the preparation of condolence letters; to the family and next of kin; and Department of State.

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

Storage: Records are maintained in folders, log books, cards, magnetic tape or disc packs with tape backup and are filed in metal filing cabinets with manipulation proof combination lock or in a room with a combination lock in the door, or in a locked room when not in use.

Retrievability: The majority of the subsystem records are retrievable alphabetically by the last name. A few are retrievable by the social security number; by subject headings but access may be gained by reference to an alphabetical name index; or by alphabetical order by country of assignment.

Safeguards: Records are generally available only to Peace Corps employees with specifically assigned duties which require working with the records on a day to day basis. They are available to other Peace Corps employees having the need for such records in the performance of their official duties. Personnel screening is

employed to prevent unauthorized disclosure. Officials or employees having access to the security investigation records are required to have an appropriate security clearance.

Retention and disposal: Most Volunteer records are kept no longer than seven years. The Volunteer personnel and Payroll Computer Record and the Volunteer Description of Service records are kept permanently.

Medical records are destroyed as follows:

- (1) Records of rejected applicants are destroyed after 18 months;
- (2) Records of Trainees who do not become Volunteers and records of individuals who enroll as Volunteers are destroyed 25 years from the completion of service or termination date.

Applicant records are destroyed as follows:

- (1) Immediately rejected applicant records are destroyed in six months;
- (2) Records of applicants rejected before reporting to training are destroyed in one year; and
- (3) Records of individuals who report to training are destroyed seven years from the completion of service or termination date.

System Manager(s) and Address:

As the record flows from one state to another, or if a record is established for a specific purpose, the system manager is the agency official responsible for that particular function. If an individual is in doubt as to whom to contact, he or she should contact the Director, Office of Administrative Services. The System managers are:

- (1) The three Peace Corps Service Center managers located at the New York Service Center; Chicago Service Center; and the San Francisco Service Center;
- (2) The following system managers are located at 806 Connecticut Avenue, NW, Washington, DC 20526: Chief of Office of Placement; Chief of Health Benefits and Analysis Division; Chief of Volunteer and Staff Payroll Services Branch; Director, Management Information and Assessment Division; Supervisor, Peace Corps Applicant Records Center, Office of Placement; Director, Office of Special Services; Coordinator, Multilateral Programs Section; Peace Corps Country Desk Officers;
- (3) The following system managers can be contacted at the overseas post of assignment: Peace Corps Country Directors Overseas; Peace Corps Medical Officers Overseas.

Notification Procedure:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR part 308.

Record Source Categories:

Information is obtained from the individual; sources whom the individual has named; Peace Corps employees and other Volunteer/Trainees; medical personnel who have treated an applicant/Trainee/Volunteer or reviewed their medical records; medical contractors; U.S. Government investigative agencies, including the Office of Personnel Management; The Merit Systems protection Board and its Special Counsel; the Federal Labor Relations Authority; local law enforcement officials; Peace Corps Host Country Nationals; Peace Corps Country American Embassy and Consulates, United Nations Staff; and job supervisors.

Systems exempted from certain provisions of the act:

These records or portions of these records may be exempted by authority of 5 U.S.C. 552a (k) (5).

PC-18 – Peace Corps

System name:

Former Peace Corps Volunteers and Staff Database.

System location:

Office of Volunteer Support, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Former Peace Corps staff and volunteers.

Categories of records in the system:

Name; address; telephone number; social security number; date of birth; educational background; college attended; current interest in volunteer service; type of volunteer or staff duty assignment; and country of assignment.
Authority for maintenance of the system (includes any revisions or amendments):
The Peace Corps Act, 22 U.S.C. 2501, et seq.

Purpose:

To maintain contact and communications with former Peace Corps volunteers and former Peace Corps staff.(Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, C, D, E, G, H, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name, social security number, and country of service.

Safeguards: Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are retained in the Office of Inspector General for five years, then retired to the Federal Records Center and destroyed after 50 years.

System Manager:

Associate Director, Volunteer Support, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject.

PC-19 – Peace Corps

System name:

Office of Inspector General Investigative Records.

System location:

Office of Inspector General, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Current and former Peace Corps employees, volunteers, contractors, or consultants who are subjects of investigations; witnesses, complainants, informants, suspects, or other persons who have been identified as part of the Office of Inspector General (OIG) investigative process.

Categories of records in the system:

Correspondence related to investigations; information provided by subjects, witnesses, or investigatory or law enforcement organizations; reports of investigation, including affidavits, statements, transcripts of testimony, or other documents relating to investigations.

Authority for maintenance of the system (includes any revisions or amendments):
The Inspector General Act of 1978, as amended, 5 U.S.C. App. 3.

Purpose:

To record investigations under the Inspector General Act of 1978, as amended (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, J, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name and case number.

Safeguards: Paper records are maintained in locked file cabinets in a secure room. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Depending on the nature of the case, records are retained for periods of five or ten years and then destroyed, or are retained permanently, in accordance with approved NARA Records Disposition Schedule N1-490-95-06.

System Manager:

Inspector General, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k)(2), this system has been exempted from the provisions of the Privacy Act of 1974 that

permit access and correction. At the Inspector General's discretion, individual requests for access and correction may be granted if it is determined that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, current and former Peace Corps employees, volunteers, contractors, witnesses, complainants, informants, suspects or other persons associated with an investigation, and documents or other materials pertinent to investigations.

System exempted from certain provisions of the Privacy Act:

Pursuant to 5 U.S.C. 552a(k)(2), this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in that subsection: 5 U.S.C. 552a (c)(3),(d),(e)(1),(e)(4)(G),(e)(4)(H),and(f).

PC-20 – Peace Corps

System name:

Building Management, Parking, and Metro Pool.

System location:

Office of Administrative Services, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Categories of individuals covered by the system:

Any Peace Corps employee, volunteer, contractor, or other individual working in agency-controlled space or applying for agency controlled parking space or Metro Pool.

Categories of records in the system:

Name, social security number, home address, room number and telephone number; application for building security pass, parking space, or Metro Pool

cards; vehicle (including bicycles) year, make, state in which registered, vehicle tag, and permit number; and individually-assigned building facilities.

Authority for maintenance of the system:

41 CFR 101-20.104; 5 U.S.C. 7905; and the Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To record information concerning building management, parking space, and Metro Pool (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, B, C, D, E, F, G, H, I, and K apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name, social security number, address, room number, permit number, vehicle tag, and agency organization code.

Safeguards: Computer records are maintained in a secure, password protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept as long as the individual has a building pass, has a controlled parking space or is on the waiting list for a parking space, or has a Metro Pool pass, and are destroyed thereafter on an annual basis.

System Manager:

Director, Office of Administrative Services, Peace Corps, 1111 20th Street, N.W., Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record Source Categories:

Record subject.

PC-21 – Peace Corps

System name:

Peace Corps Response Database.

System location:

Peace Corps Response, Peace Corps, 1111 20th St., N.W., Washington, DC
20526

Category of individuals covered by the system:

Former Peace Corps volunteers.

Categories of records in the system:

Name, address, telephone number, education, country of service, dates of service, volunteer assignment area, technical skills, language proficiencies, and suitability for assignment. Authority for maintenance of the system (includes any revisions or amendments): The Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To track returned volunteers who are interested in short-term assignment to crisis areas (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses A, C, E, F, G, H, K, and L apply to this system.

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

Storage: On paper and in a computerized database.

Retrievability: By name, address, telephone number, education, country of service, dates of service, volunteer assignment area, technical skills, language proficiencies, and suitability for assignment.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are retained at Peace Corps headquarters until declared inactive, then retired to the Federal Records Center, where they are retained for five years and then destroyed.

System Manager:

Director, Peace Corps Response, Peace Corps, 1111 20th St., N.W., Washington,
DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject

PC-22 – Peace Corps

Reserved for future use

Peace Corps

PC-23

System name:

Health Benefits Program for Peace Corps volunteers.

System location:

Office of Medical Services, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

Categories of individuals covered by the system:

Peace Corps volunteers.

Categories of records in the system:

Name, address, telephone number, social security number, volunteer identification number, date of birth, sex, medical and dental history, dates of service, country of service, x-rays and reports from physicians and other health care providers.

Authority for maintenance of the system (includes any revisions or amendments):

22 U.S.C. 2504(e); and the Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To authorize health care for volunteers, pay health care bills, provide eligibility lists to health care contractors and insurance carriers, and to confirm volunteer eligibility for service (Last Revised: August 2000).

Routine uses of records maintained in the system:

General routine uses F and K apply to this system. Records may also be disclosed to:

3. Peace Corps health benefits contractors to administer health care to Volunteers; and
4. The Office of Workers' Compensation Programs, Department of Labor, for workers' compensation claims.

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

Storage: On paper and in a computerized database.

Retrievability: By name, social security number, and volunteer identification number.

Safeguards: Paper records are maintained in a lockable file room. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are retained at the Office of Administrative Services at Peace Corps headquarters for two years, then retired to the Federal Records Center, where they are maintained for 25 years, and then destroyed.

System Manager:

Director, Office of Medical Services, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, physicians or other health care providers, and other medical sources including laboratories.

PC-24 – Peace Corps

System name:

Privacy and Freedom of Information Act Requests

System location:

Office of Administrative Services, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Categories of individuals covered by the system:

Individuals who request access to records containing personally identifiable information subject to the Privacy Act and/or individuals who request copies of records under the Freedom of Information Act.

Categories of records in the system:

Names and addresses of individuals making requests, including date of request, related correspondence, and Peace Corps' response to request.

Authority for maintenance of the system (includes any revisions or amendments):

The Peace Corps Act, 22 U.S.C. 2501 et seq., the Privacy Act, 5 U.S.C. 552a, and the Freedom of Information Act, 5 U.S.C. 552.

Purpose:

To record requests for records made under the Privacy Act and/or the Freedom of Information Act (Last Revised: August 2000). Routine uses of records maintained in the system:

General routine uses A, E, F, H, G, K, and L apply to this system.

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

Storage: On paper and in a computerized database. Records reflecting requests made by individuals under the Privacy Act are initially created and maintained by the Office of Administrative Services. Records reflecting requests made by members of the public under the Freedom of Information Act are logged in and responded to by the Office of the Executive Secretariat; the records are maintained by the Office of Administrative Services once responses to requests are completed.

Retrievability: By name or date of request.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept onsite as long as active and then retired to the Federal Records Center to be destroyed after six years in accordance with General Records Schedule 14.

System Manager:

Director, Office of Administrative Services, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Individuals making requests under the Privacy and/or Freedom of Information Acts.

PC-25 – Peace Corps

System name:

Early Termination and Special Action

System location:

Office of Special Services, Peace Corps, 1111 20th St., N.W., Washington, DC
20526

Categories of individuals covered by the system:

Current and former Peace Corps volunteers and trainees who were subject to early termination or a special action.

Categories of records in the system:

Name, country of assignment, program number, termination reports, staff recommendations, cables, financial information, travel arrangements, and documentation of special actions taken in regard to family and/or friends of volunteers or trainees who have died, disappeared, or become severely ill or injured.

Authority for maintenance of the system (includes any revisions or amendments):

The Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To record any unusual or extraordinary action or circumstances happening during service or leading to the early termination of the volunteer or trainee?

Routine uses of records maintained in the system:

General routine uses A, B, D, E, F, H, I, K, and L apply to this system.

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

Storage: On paper and/or in a computerized database.

Retrievability: By name.

Safeguards: Computer records are maintained in a secure, password-protected computer system. Paper records are maintained in lockable file cabinets. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: Records are kept on-site for the duration of the volunteer's service in-country, and then destroyed after five years.

System Manager:

Director, Office of Special Services, Peace Corps, 1111 20th St., N.W.,
Washington, DC 20526

Procedures for notification, access, and contesting:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification procedures may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

Record source categories:

Record subject, family members and their legal representatives, Peace Corps supervisors, physicians or other health care providers, and the Department of State.

PC-26 – Peace Corps

System name:

Peace Corps Computer Systems Activity and Access Records.

System location:

Peace Corps offices (and other sites utilized by the Peace Corps) throughout the world. Headquartered at Peace Corps, Office of Information Resource Management, 1111 20th Street, NW., Washington, DC 20526

Categories of individuals covered by the system:

All or any individuals who access Peace Corps network computers or mainframe/enterprise servers, including individuals who send and receive electronic communications, access Internet sites, or access system databases, files, or applications from Peace Corps computers or sending electronic communications to Peace Corps computers; and individuals attempting to access Peace Corps computers or systems without authorization.

Categories of records in the system:

Records in this system of records may include: Records on the use of interoffice and Internet e-mail systems, including the e-mail address of the sender and receiver of the e-mail message, subject, date, and time; records on user access to Peace Corps networks, including user ID, date and time of log on and log off, and denials of access to unauthorized files or directories; records of Internet access from a Peace Corps computer, such as the Internet Protocol (IP) address of the computer being used to initiate the Internet connection, the site accessed, date, and time; records relating to mainframe/enterprise server access, such as user ID of the individual accessing the mainframe, date and time, and the process being run on the mainframe; records relating to verification or authorization of an individual's access to systems, files, or applications, such as user IDs, passwords, user names, title, and agency. Logs of Internet access from a Peace Corps computer do not contain names or similar personal identifiers. However, for official government business purposes, a name may be associated with an IP address.

Authority for maintenance of the system:

The Computer Security Act of 1987, 49 U.S.C. 1441 note, requires Federal agencies to plan for the security and privacy of their computer Systems and the Peace Corps Act, 22 U.S.C. 2501, et seq.

Purpose(s):

The underlying raw data in this system of records is used by the Peace Corps' systems and security personnel, or persons authorized to assist these personnel, to plan and manage system services and to otherwise perform their official duties. Authorized Peace Corps managers may use the records in this system to investigate improper access or other improper activity related to computer system access; to initiate disciplinary or other such action; and/or where the record(s)

may appear to indicate a violation or potential violation of the law, to refer such record(s) to the appropriate investigative arm of Peace Corps, or other law enforcement agency for investigation.

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

- (a) Disclosure for Law Enforcement Purposes. Information may be disclosed to the appropriate Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, if the information indicates a violation or potential violation of civil or criminal law or regulation within the jurisdiction of the receiving entity.
- (b) Disclosure Incident to Requesting Information. Information may be disclosed to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, or to identify the type of information requested); when necessary to obtain information relevant to a Peace Corps decision concerning retention of an employee or other personnel action (other than hiring), retention of a security clearance, the letting of a contract, or the issuance or retention of a grant or other benefit.
- (c) Disclosure to Requesting Agency. Information may be disclosed to a Federal, State, local, or other public authority of the fact that this system of records contains information relevant to the requesting agency's retention of an employee, the retention of a security clearance, the letting of a contract, or the issuance or retention of a license, grant, or other benefit. The other agency or licensing organization may then make a request supported by the written consent of the individual for part or all of the record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.
- (d) Disclosure to Office of Management and Budget. Information may be disclosed to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.
- (e) Disclosure to Congressional Offices. Information may be disclosed to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual.
- (f) Disclosure to Department of Justice. Information may be disclosed for purposes of litigation, provided that in each case the disclosure is compatible with the purpose for which the records were collected. Disclosure for these purposes may be made to the Department of Justice, or in a proceeding before a court, adjudicative body, or other administrative body before which the Peace Corps is authorized to appear. This disclosure may be made when: 1.

The Peace Corps, or any component thereof; 2. Any employee of the Peace Corps in his or her official capacity; 3. Any employee of the Peace Corps in his or her individual capacity where the Department of Justice or the Peace Corps has agreed to represent the employee; or 4. The United States (when the Peace Corps determines that litigation is likely to affect the Peace Corps or any of its components); is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice or the Peace Corps is deemed by the Peace Corps to be relevant and necessary to the litigation.

- (g) Disclosure to the National Archives. Information may be disclosed to the National Archives and Records Administration in records management inspections.
- (h) Disclosure to Contractors, Grantee, and Others. Information may be disclosed to contractors, grantees, consultants, or Volunteer performing, or working on a contract, service, grant, cooperative agreement, job, or other activity for the Peace Corps and who have a need to have access to the information in the performance of their duties or activities for the Peace Corps. When appropriate, recipients will be required to comply with the requirements of the Privacy Act of 1974 as provided in 5 U.S.C. 552a(m).
- (i) Disclosures for Administrative Claims, Complaints, and Appeals. Information may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator, or other person properly engaged in investigation or settlement of an administrative grievance, complaint, claim, or appeal filed by an employee, but only to the extent that the information is relevant and necessary to the proceeding. Agencies that may obtain information under this routine use include, but are not limited to, the Office of Personnel Management, Office of Special Counsel, Merit Systems Protection Board, Federal Labor Relations Authority, Equal Employment Opportunity Commission, and Office of Government Ethics.
- (j) Disclosure to the Office of Personnel Management. Information may be disclosed to the Office of Personnel Management pursuant to that agency's responsibility for evaluation and oversight of Federal personnel management.
- (k) Disclosure in Connection with Litigation. Information may be disclosed in connection with litigation or settlement discussions regarding claims by or against the Peace Corps, including public filing with a court, to the extent that disclosure of the information is relevant and necessary to the litigation or discussions and except where court orders are otherwise required under section (b)(11) of the Privacy Act of 1974, 5 U.S.C. 552a(b)(11).
In addition to the routine uses stated above in A, B, C, D, E, F, G, H, I, J, and K, the following shall apply to this system. Disclosure to provide information to any person(s) and authorized to assist in an approved investigation of improper usage of Peace Corps systems.

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

Storage: Records are stored in electronic and/or paper form.

Retrievability: Records may be retrieved by user name, user ID, e-mail address, or other identifying search term employed, depending on the record category. The Peace Corps does not usually connect IP addresses with a person. However, in some instances, for official government business purposes, the Department may connect the IP address with an individual, and records may be retrieved by IP address.

Safeguards: Access is limited to those who have an official need to know.

Specifically, only systems and security personnel or persons authorized to assist these personnel have access to automated records and magnetic storage media. These records are kept in a locked room with controlled entry. The use of password protection identification features and other automated data processing system protection methods also restrict access. All records are located in buildings with restricted access.

Retention and disposal: Records of verification, authorization, computer system access, and other activities generated by the system shall be retained no longer than one year, unless required for management review. After one year, they are destroyed or deleted. (Records retention schedule pending approval by the Archivist of the United States.)

System manager(s) and address:

Office of Information Resource Management, Peace Corps, 1111 20th Street, NW., Washington, DC 20526

Notification procedures:

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k)(5), this system is exempted from the provisions of the Privacy Act of 1974 that permit access and correction. Individual notification of this system and declaration of acceptance of this policy appears in the form of a Privacy Screen that must be acknowledged by each individual before access is granted to use a Peace Corps computer. This prompt appears with every beginning access or initiation of systems on the computer. Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of records, should make a written request to the System Manager. Requesters will be required to provide adequate identification such as a driver's license or employee identification card, or other identifying document. The written request should provide name, assigned computer location, and a description of information being sought, including the time frame during which the record(s) may have been generated. Provide verification of identity. Identify the information being contested, the reason for

contesting it, and the correction requested. In general, this information is computer-generated and is not subject to contest.

Contesting record procedures:

See Notification Procedures above.

Record access procedures:

See Notification Procedures above.

Record source categories:

Most records are generated internally, i.e., computer activity logs; individuals covered by the system; and management officials.

Systems exempted from certain provisions of the act:

None.

PC-27 – Peace Corps

System name:

Antimalaria Tolerance Survey.

System location:

Office of Medical Services, Peace Corps, 1111 20th St., NW., Washington, DC 20526

Categories of individuals covered by the system:

Peace Corps Volunteers (PCVs) who serve in areas with widespread chloroquine-resistant *P. falciparum* (CRPF) malaria.

Categories of records in the system:

Personal identifiers, geographical region and country, names of medications, possible side effects from medication, and behavioral activities.

Authority for maintenance of the system:

The Peace Corps Act, 22 U.S.C. 2501 et seq.

Purpose:

To study and better understand the factors that influence antimalarial medication compliance. These records will be used by the staff of the Surveillance and Epidemiology Unit of the Office of Medical Services to collect, analyze and evaluate data from the surveys to determine the effectiveness of in-country health care.

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

General routine uses E, F, G, and H apply to this system.

Records may also be disclosed to:

1. The data from the surveys may be disclosed to the Centers for Disease Control and Prevention (CDC).
2. Data in aggregate form may be disclosed to the Department of State and the Department of Defense.

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

Storage: On paper and in a computerized database.

Retrievability: By personal identifier, assigned country, type of medication, side effects, behavioral activity types.

Safeguards: Paper records are maintained in a lockable cabinet. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

Retention and disposal: The records will be maintained for three years after completion of the study. The records will be destroyed in accordance with the Peace Corps records management policy.

System manager(s) and address:

Director, Office of Medical Services, Peace Corps, 1111 20th Street, NW,
Washington, DC 20526

Notification, access, and contesting record procedures:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR part 308.

Record source categories:

Record subject.

PC-28 – Peace Corps

System name:

Applications for Employment.

System location:

Office of Management, Human Resources Management, 1111 20th Street NW., Washington DC 20526. Occasionally located on a temporary basis in domestic offices and overseas Posts. Electronic records are stored offsite by a contracted agent of the agency in a secure facility.

Categories of individuals covered by the system:

All applicants for employment with the Peace Corps (including unsuccessful applicants).

Categories of records in the system:

To the extent that an agency utilizes an automated medium in connection with maintenance of records in this system of records. Application forms, resumes and related correspondence. Position vacancy announcement information such as position title, series and grade level(s), office and duty location, opening and closing date of the announcement, and dates of referral and return of lists of qualified candidates; applicant personal data such as name, address, social security number, date of birth, sex, veterans' preference and federal competitive status; and applicant qualification and processing information such as qualifications, grade level eligibility, reason for ineligibility, referral status, and dates of notification. Related correspondence may include referral letters and memoranda relating to the application process; education and training related documentation; employment history and earnings; honors, awards or fellowships; military service; convictions or offenses against the law; names of relatives employed in the Federal service; qualification determinations; employment consideration; priority groupings; correspondence relating to the consideration of the individual for employment. These records may also include copies of correspondence (electronic and otherwise) between the applicant and the office or agency and other items provided by applicants but not specifically requested by the agency. The system also includes any Peace Corps employment application materials established for making appointments outside a register; or reassignments, promotions, reinstatements, or transfers of Federal employees into positions at Peace Corps. The records also contain information on the ranking of an applicant, his or her placement on a list of eligibles, what certificates/rosters applicant's names appeared on, requests for office approval of or opposition to an eligible's qualifications and the office's decision in the matter, an office's request for approval for the agency to pass over an eligible and the office's decision in the matter, and an agency's decision to object/pass over an eligible when the agency has authority to make such decisions. Reasons for when the objection/pass over

decision applies to a compensable preference eligible with 30 percent or more disability.

Records may also include:

Agency applicant file systems where the agency retains applications, resumes, and other related records for hard-to-fill or unique positions for future consideration. Records and statements related to an applicant's involvement in intelligence related activities.

Authority for maintenance of system:

The Peace Corps Act, 22 U.S.C. 2501, et seq., including 22 U.S.C. 2506 and 22 U.S.C. 3901 et seq. (Foreign Service Act of 1980).

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

General routine uses A, B, C, D, E, F, G, H, I, J, and K apply to this system. Records may also be disclosed to:

- (a) Evaluate qualifications of potential candidates by the Director, Human Resource Management and his/her delegates, Executive Staff, Hiring Managers and their delegates, other supervisors and personnel security staff. These records also may be reviewed by staff with internal audit responsibilities. The records are available to personnel specialists who review the applicants' qualifications and consider them for appropriate agency vacancies;
- (b) Persons named as references, and present or former supervisors, for purposes of commenting upon, rating or verifying information about past performance submitted as part of job application;
- (c) Other Federal agencies, state governments, foreign governments and international organizations where employees are being considered for detail, assignment or secondment;
- (d) Attorneys, union representatives or other persons designated by employees in writing to represent them in complaints, grievances, appeals, litigation cases, or administrative processes;
- (e) The Department of Labor, Department of Veterans Affairs, Social Security Administration, Department of Defense, or any other Federal agency that has special civilian employee retirement and disability programs; or to a national, state, county, municipal, or other publicly recognized charitable or income security, administration agency (e.g., State unemployment compensation agencies), when necessary to adjudicate a claim under the retirement, insurance, unemployment or health benefits programs of the agency or an agency cited above, or to an agency to conduct an analytical study or audit of benefits being paid or to be paid under such programs;

- (f) Offices within Peace Corps with an official need to know;
- (g) Other persons, entities, or organizations, as specified in the Privacy Act, 5 U.S.C. 552a(b)(1)-(b)(12).

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

Storage: The records are stored by electronic means and hard copy. Records are maintained on data storage devices, lists, forms and hard copy record files. Electronic records are maintained within Peace Corps on proprietary systems or within an automated application system on data storage devices. Information contained in the automated system is housed offsite in a secure location as government owned and retrievable information.

Retrievability: The records may be retrieved by the names of the individuals on whom they are maintained or by vacancy announcement number. In the Personnel Office, the records are recorded by name and vacancy announcement number. They can also be retrieved, by any common identifier in the automated application. These may be by individual name, social security number, vacancy announcement, demographic fields, veteran's status, current grade, grade applied for, or any other data fields completed by the applicant. Records are generally retrieved by the name with the social security number or date of birth as a secondary identifier when necessary.

Accessibility/Safeguards: All Peace Corps employees have undergone background investigations. Access to the Agency is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. The Human Resource Management (HRM) office is in a secondary secured area where even Peace Corps employees not within the HRM organization are required to have escorts. 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 and contractor have the capability of printing audit trails of access through the computer media, thereby permitting regular and ad hoc monitoring of system usage. Automated media is access limited to authorized personnel whose duties require access. Access to and use of these records are limited to those persons whose official duties require such access. Systems administered by contractors are secured by password and through a permissions based system. Permission is granted by a system administrator. Remote data storage facilities are secured through physical and system-based safeguards. Electronic files are password protected and accessible only by authorized personnel. Data maintained electronically at Peace Corps is on network servers and located in a locked room with physical access limited to authorized personnel.

Retention and Disposal: Applications from individuals who are selected for positions with the Peace Corps are placed on the permanent side of the employee's Official Personnel Folder. Paper applications rejected in the initial review because they do not meet requirements for Agency employment and applications which appear to meet requirements for Agency employment, but which are subsequently rejected, are retained for two years and then destroyed. Electronic media files are maintained indefinitely. These files remain available for the Agency when searching for qualified applicants for the variety of positions available agency wide. Paper files on applicants may also be retained indefinitely. In divisional or regional offices, the paper records may be retained for an indefinite period of time. They are then forwarded to HRM or discarded. Applicant records, whether electronic media or hard copy will be maintained until they become inactive at which time they will be retired or destroyed in accordance with published records schedules of the Peace Corps or as approved by the National Archives and Records Administration. Most records are retained for a period of 2 years. Some records are destroyed by shredding or burning while magnetic tapes or disks are erased.

System manager(s) and address:

Director, Human Resources Management or Records Management Officer Peace Corps Headquarters, 1111 20th St., NW., Washington, DC 20526

Notification procedures:

Any individual who wants to know whether this system of records contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Request should be accepted for processing if they contain sufficient information to convince the System Manager that the requester is the subject of the records, including identifying information needed to locate your record and a brief description of the item or items of information required. Requesters will be required to provide adequate information, such as a driver's license, employment identification card, passport, or other identifying documents. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR part 308.

Record access procedures:

Requests from individuals should be addressed as indicated in the notification section above. Individuals who wish to amend records pertaining to themselves should also address their requests as described in the Notification section above.

Contesting record procedures:

Individuals wishing to contest or amend information maintained in this system should specify the information being contested, the reasons for contesting it, and

the proposed amendment to such information. Individuals have the right to request that we amend a record pertaining to them when it is believed to be inaccurate, or lacks relevance, timeliness, or completeness. At the time we grant access to a record, we will furnish guidelines on how to make a request to amend a record. Requests for amendments to records must be in writing and mailed or delivered to the FOIA/Privacy Act Officer, FOIA/Privacy Act Office, Peace Corps Headquarters, 1111 20th St., NW., Washington, DC 20526, who will coordinate the review of the request to amend the record with the appropriate office(s). Such requests must contain, at a minimum, identifying information needed to locate the record, a brief description of the item or items of information to be amended, and the reason for the requested change. The requester should submit as much documentation, arguments or other data as seems warranted to support the request for amendment. We will review all requests for amendments to records within 20 working days of receipt of the request and either make the changes or inform you of our refusal to do so and the reasons.

Record source categories:

These records are normally submitted by the individuals seeking employment. Some records could come from individuals or employment agencies sponsoring the applications. Information in this system of records is provided by:

- (a) The individual to whom the information pertains;
- (b) Peace Corps officials;
- (c) Other sources contacted to provide additional information about the individual.

System exempted from certain provisions of the Privacy Act:

Pursuant to 5 U.S.C. 552a(k)(4), records contained within this system that are required by statute to be maintained and used solely for statistical purposes are exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I), and (f). Pursuant to 5 U.S.C. 552a(k)(5), certain records contained within this system contain confidential source information and are exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I), and (f). Pursuant to 552a(k)(6), records that contain testing or examination material the release of which may compromise testing or examination procedures are also exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).