

## USDA/FS-31

**System Name:** Youth Conservation Corps (YCC) Research Files USDA/FS.

**System Location:** Institute for Social Research, University of Michigan, and Ann Arbor, MI, 48106.

**Categories of individuals covered by the system:** A random sample of 600 1973 YCC enrollees.

**Categories of records in the system:** The file contains questionnaire responses, environmental education scores, and verbal skills test data.

**Authority for maintenance of the system:** 16 U.S.C. 1705.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** None.

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

**Storage:** File is on magnetic tape.

**Retrievability:** Data on each person is identified by a case number. It can be retrieved by matching the case number with a mailing list containing case numbers, name and address.

**Safeguards:** Kept in locked files and only the System Manager and other research staff have access to the mailing list.

**Retention and disposal:** Files are being retained indefinitely for possible future longitudinal studies of long-range benefit.

**System manager(s) and address:** Donna A. Lingwood, Institute for Social Research, The University of Michigan, Ann Arbor, MI, 48106.

**Notification procedure:** Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from: Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250; Director, Office of Manpower Training and Youth Activities, Department of the Interior, Office of the Secretary, Washington, D.C. 20240. A request for information pertaining to an individual should contain name, address, dates when work was performed, program under which enrolled, and location where work was performed.

**Record access procedures:** Use same procedures as for requesting Notification.

**Contesting record procedures:** Use same procedures as for requesting Notification.

**Record source categories:** Information in this system comes primarily from the individual himself, the sponsoring organization, work supervisors, and other Forest Service officials.