



Schedule for Review Holdings of Personally Identifiable Information

The Peace Corps has instituted the following schedule to review holdings on an ongoing basis. Management's Privacy Office will send out a form to department heads beginning January 1, 2008, and continue to do so biennially. (See Attachment C) The form will be sent to offices that handle PII and SSNs and will request the following:

- 1) Identification of all forms and files (paper and electronic) with PII;
- 2) Identification of types of PII collected on forms and files;
- 3) Whether collection, retention or use of each item of PII is still necessary;
- 4) Whether changes can, and will, be made to any of the information being collected, including using a substitute identifier, or removing the identifier completely.

b. The Privacy Office will then respond to each office directly about any concerns it has about changes being made to the system or form.

c. Form changes will be made every three years.

Review of Holdings of Personally Identifiable Information
(Year Conducted)

In accordance with the Peace Corps Plan to reduce use of Personally Identifiable Information (PII) and Social Security Numbers (SSNs), the FOIA/PA Office is conducting a biennial review of holdings. Please answer three survey questions about your holdings of forms and files (paper and electronic) that contain PII and SSNs.

1. Please list all forms and files (paper and electronic) with PII

Forms

Paper Filing Systems

Electronic Filing Systems

2. Please state whether collection, retention or use of each item of PII is still necessary and specify why if it still does need it.
3. Please state whether changes can and will be made to any of the information being collected, including using a substitute identifier or removing the identifier completely.

Name of person completing form

Office

Date