

TO: Department of Justice
Office of Management and Budget

FROM: Wilbert Bryant Associate Director, Management/Chief FOIA Officer

DATE: October 30, 2008

RE: Peace Corps' Freedom of Information Act (FOIA) Reading Room Certification

The Peace Corps FOIA Office established, and regularly updates, an electronic FOIA Reading Room, which is a searchable archive of the Peace Corps documents that are available to the public on the website at www.peacecorps.gov. This comprehensive electronic FOIA Reading Room is the only FOIA Reading Room that the agency maintains.

The Peace Corps has conducted an internal review of its FOIA Reading Room using the four categories of records provided in the U.S. Department of Justice Guidance.

Four Categories of Reading Room Records

1) Final opinions and orders: The Peace Corps is not an agency that issues decisions or orders and therefore does not have associated records.

2) Specific Agency Policy Statements:

We have posted two applicable manual sections: (1) the Peace Corps Act and (2) policy concerning United Nations Volunteers. The Peace Corps FOIA Office has begun the process of posting the remaining Peace Corps Agency Policy Statements. The target date of completion of this posting is November 30, 2008.

3) Administrative staff manuals and instructions to staff that affect a member of the public:

We have posted the Manual Section 897, Freedom of Information Act Administration. The Peace Corps FOIA Office has begun the process of posting the remaining administrative staff manuals and instructions to staff that affect a member of the public. The target date of completion of this posting is November 30, 2008.

4) Records disclosed in response to FOIA requests:

The agency determined that 21 types of documents have become, or are likely to become, the subject of subsequent requests for substantially the same records. Of these, 19 now reside on the Peace Corps FOIA Reading Room website.

These include the Peace Corps Act; the Congressional Budget Justification FY 2004 to FY 2009; Performance and Accountability Annual Report FY 2004 to FY 2007; Safety of the Volunteer; Inspector General Semiannual Reports to Congress, beginning Quarter 1 of FY 2006 to Quarter 2 of Fiscal year 2008; Equal Opportunity data required to be posted by the No Fear Act FY 2001 to FY 2005; Privacy Impact Assessments; Privacy Act Systems of Records; Web Content Inventory; Tax Information for Peace Corps Trainees 2005 to 2007, Volunteers, and Former Volunteers; Peace Corps Notice of Medical Information Privacy Practices; Office of Management and Budget FAIR Act Inventory Guide 2004 to 2006; Peace Corps Budget Summary FY 2006; Peace Corps Accomplishments 2001 to 2004; Quality of Information; Guidelines for Ensuring and Maximizing the Quality of Information Prior to Public Dissemination; Annual Reports of Volunteer Safety 2004 to 2006; Buy America Improvement Act; and Freedom of Information Act Reports FY 1998 to FY 2007.

The FOIA Office has consulted with Agency components on the remaining two frequently requested documents. These documents include selected Volunteer Language Training Manuals and Congressional Budget Justification Reports FY 1962 through FY 1997.

The Volunteer Language Training Manuals that have been requested at least three times will be posted by November 30, 2008.

The Congressional Budget Justification Reports FY 1962 through FY 1997 will be posted by November 30, 2008.

The FOIA Office staff monitors the FOIA webpage content to make sure it remains timely and accurate.

In summary, the Peace Corps FOIA Office is actively working with Agency components to comply with the FOIA legal requirements. Our goal is to complete the posting of the Specific Agency Policy Statements; Administrative staff manuals and instructions to staff that affect a member of the public; Congressional Budget Justification Reports FY 1962 through FY 1997 and Volunteer Training Manuals requested at least three times by November 30, 2008.