

# MS 114 DELEGATION OF AUTHORITY

## Attachment D — Records and Technology Management and Administration

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By virtue of the authority vested in me as Director of the Peace Corps by § 4 (b) of the Peace Corps Act, 22 U.S.C. § 2503 (b), and Executive Order 12137, May 16, 1979, I hereby delegate the following authorities to the employees specified: <sup>1</sup>

### I. GENERAL OVERSIGHT AND MANAGEMENT OF INFORMATION TECHNOLOGY SYSTEMS

#### A.

Authority to oversee, develop, maintain, and facilitate the implementation of all Peace Corps information technology systems consistent with the requirements of 40 U.S.C. 1401 et seq., and the priorities of Peace Corps. **To the Chief Information Officer.**

#### B.

Authority to ensure Peace Corps compliance with the information policies and information resource management responsibilities established under 44 U.S.C. § 3501 et. seq. **To the Chief Information Officer.**

#### C.

Authority to oversee and manage the acquisition and implementation of the Peace Corps information technology system, consistent with federal law and Peace Corps policy. **To the Chief Information Officer.**

### II. RECORDS MANAGEMENT

#### A.

Authority to establish and maintain an active, continuing program for the economical and efficient management of Peace Corps records consistent with the requirements of 44 U.S.C. § 3101 et seq. and the priorities of Peace Corps. **To the Records Officer.**

#### B.

Authority to transfer records to records centers, to certify and make determinations on transferred records, establish safeguards against the removal or loss of records, and report to the Archivist any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the Peace Corps under 44 U.S.C. §3101 et. seq. **To the Records Officer.**

### III. RECORD DISSEMINATION, PRIVACY, AND MANAGEMENT

#### A. Freedom of Information Act (FOIA)

Authority to respond to requests for Peace Corps records, other than Office of Inspector General (OIG) records, under the Freedom of Information Act. **To the FOIA Officer.** (See Attachment I for the Inspector General's authority over OIG records). See MS 893.

Authority to certify copies of Peace Corps records, provide certificates of authenticity thereof, and issue statements that a requested record has not been found. **To the FOIA Officer.**

Authority to make determinations with respect to requests for waivers or reductions of fees. **To the FOIA Officer.**

Authority to decide appeals from denials of requests for records under the Freedom of Information Act, other than OIG records, and refusals to waive overdue fees. **To the Associate Director for Management.**

#### **B. Privacy Act**

Authority to oversee and coordinate responses to requests for Peace Corps records, other than OIG records, under the Privacy Act. **To the Associate Director of Management.** See MS 897.

Authority to make determinations with respect to requests for the amendment of records, other than for OIG records. **To the Associate Director for Management.**

#### **C. Paperwork Reduction Act**

Authority to manage and ensure agency compliance with the Peace Corps' information resource management responsibilities under the Paperwork Reduction Act, 44 U.S.C. Chapter 35 **To the Privacy Act Officer**

#### **D. General Authorities**

General authority to manage agency records under the laws cited in this delegation that are not reserved to the Director or specifically delegated to another employee. **To the Associate Director for Management.**

### **III. ADMINISTRATION**

#### **A. Office Space and Government Property**

Authority to alter existing office space. **To the Associate Director for Management.**

Authority to approve the purchase of office supplies. **To "A" Delegates.** See MS 732.

Authority to approve and order new forms or revise existing forms. **To the Chief Information Officer and the Associate Director for Management.**

#### **B. Cables**

Authority to approve and authorize telegrams, cables, and airgrams. **To "A" Delegates.** See MS 832.

#### **C. General Administration**

General administration authorities not reserved to the Director or specifically delegated to another employee. **To the Associate Director for Management.**

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1 Approval authorities are limited to actions within the delegate's office or area of responsibility. All of the authorities in this delegation are transferable, within the delegate's office or area of responsibility, unless otherwise noted.