

## **CORPORATION-13**

### **SYSTEM NAME:**

Legal Office Litigation/Correspondence Files.

### **SYSTEM LOCATION:**

Office of the General Counsel, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC 20525.

### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals involved in litigation which requires General Counsel action.

### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Statements; affidavits/declarations; investigatory and administrative reports; personnel, financial, medical and business records; discovery and discovery responses; motions; orders, rulings; letters; messages; forms; reports; surveys; audits; summons; English translations of foreign documents; photographs; legal opinions; subpoenas; pleadings; memos; related correspondence; briefs; petitions; court records involving litigation; and related matters.

### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained under general authority of the Office of the General Counsel to represent the Corporation in connection with its dealings with its employees, and the general functions of the Office of the General Counsel to provide advice and counsel to the Chief Executive Officer of the Corporation and his or her staff.

### **PURPOSE(S):**

To maintain files relating to litigation matters involving the Corporation.

### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To prepare correspondence and materials for litigation.

### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

#### **STORAGE:**

Records are maintained in file folders which are stored in locked metal file cabinets. Computerized files are maintained on employee computers.

#### **RETRIEVABILITY:**

Name of individual and the year litigation commenced.

#### **SAFEGUARDS:**

Records are available only to employees assigned to the General Counsel Office or those officials authorized by the General Counsel with a need of such records in the performance of their duties.

#### **RETENTION AND DISPOSAL:**

Records will be maintained in the Office of the General Counsel for one (1) year after case closure. Records will then be sent to the Federal Records Center where they will be destroyed after ten (10) years.

**SYSTEM MANAGER(S) AND ADDRESS:**

General Counsel, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC 20525.

**NOTIFICATION PROCEDURE:**

Employees wishing to determine if this system contains records relating to them should contact the Corporation for National and Community Service, General Counsel Office, 1201 New York Avenue, NW., Washington, DC 20525.

**RECORD ACCESS PROCEDURES:**

Litigation files are not subject to access. Other files may be accessed in accordance with agency-wide regulations.

**CONTESTING RECORD PROCEDURES:**

Contest of information included in these records should be sent to the System Manager.

**RECORD SOURCE CATEGORIES:**

Data is obtained from the following categories of sources: (1) Corporation employees; (2) Correspondence and reports from persons and agencies dealing with the agency and its employees; (3) Work product and research by lawyers of the office; and (4) Court records.

**EXEMPTION CLAIMED FOR THE SYSTEM:**

Any information compiled in reasonable anticipation of a civil action or proceeding. 5 U.S.C. 552a(d)(5).