

CORPORATION-3

SYSTEM NAME:

Domestic Full-time Member Census Master File.

SYSTEM LOCATION:

Corporation for National and Community Service, AmeriCorps*VISTA, 1201 New York Avenue, NW., Washington, DC 20525.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who has served as a VISTA, or an AmeriCorps*VISTA member.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records maintained contain information extracted from the member's application, information about the member's period of service, and information about the member's history with the Corporation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Domestic Volunteer Service Act of 1973, as amended.

PURPOSE(S):

The system of records was established to maintain service histories on all former VISTA and AmeriCorps*VISTA members.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

See General Routine Uses contained in Preliminary Statement.

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

STORAGE:

Records are stored in a locked metal cabinet in the AmeriCorps Office. Records are also stored in a temporary electronic database as the records are digitized on the Corporation's internal computer network.

RETRIEVABILITY:

The member's name and/or social security number retrieves records.

SAFEGUARDS:

The material is available only to Corporation and AmeriCorps*VISTA staff. It is not available to anyone else without the express written consent from the individual to release his/her information.

RETENTION AND DISPOSAL:

These records are maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director of AmeriCorps*VISTA, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC 20525.

NOTIFICATION PROCEDURE:

A former member wishing to determine if this system contains his/her record should contact the Corporation for National and Community Service, Attn: Alumni Coordinator, 1201 New York Avenue, NW., Washington, DC 20525, and provide his/her name, last four digits of social security number, and approximate dates of volunteer service.

RECORDS ACCESS PROCEDURES:

A former member wishing access to information about his/her record should contact the Corporation for National and Community Services, Attn: Alumni Coordinator, 1201 New York Avenue, NW., Washington, DC 20525.

CONTESTING RECORDS PROCEDURES:

Any former member wishing to amend information maintained in his/her electronic record may do so by addressing such request to the Corporation for National and Community Service, Attn: Privacy Act Officer, 1201 New York Avenue, NW., Washington, DC 20525.

RECORD SOURCE CATEGORIES:

The data is obtained from the member's application, status change, payroll change notices, and the Alumni Interest Profile form.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.