

CORPORATION-4

SYSTEM NAME:

AmeriCorps Full-time Member Personnel Files.

SYSTEM LOCATION:

All Corporation State Offices, AmeriCorps*Leaders Office at Corporation Headquarters, and NCCC Regional Campuses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active AmeriCorps members assigned under programs operated by the Corporation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records maintained contain member application and reference forms, member status and payroll information, member travel vouchers, future plans forms, including evaluation of service, and general correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Domestic Volunteer Service Act of 1973, as amended; the National and Community Service Act of 1990, as amended.

PURPOSE(S):

This system of records was established to maintain information on AmeriCorps members while they are assigned to their respective programs.

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

The content of these records may be disclosed to the member's sponsor (VISTA) and other Corporation officials concerning placement, performance, support, and related matters for AmeriCorps members. Also, 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 maintained in file folders which are stored in locked metal file cabinets.

RETRIEVABILITY:

Records are retrievable alphabetically by last name.

SAFEGUARDS:

Records in the system are available only to appropriate Corporation staff in State Offices, the AmeriCorps*Leaders Office at Corporation Headquarters, and Regional NCCC Campuses, and other appropriate officials of the Corporation with need for such records in the performance of their duties.

RETENTION AND DISPOSAL:

Records are retained for one (1) year after the member has terminated and then retired to the Federal Records Center where they are maintained for six (6) years.

SYSTEM MANAGER(S) AND ADDRESS:

The System Manager for VISTAs is the State Program Director at each Corporation State Office; the Regional NCCC Campus Director at each Campus location; and the Director, AmeriCorps*Leaders at Corporation Headquarters.

NOTIFICATION PROCEDURE:

A member wishing to determine if this system contains his/her records should contact the Corporation State Office (VISTAs) for the state where he/she performed his/her service; NCCC Campus where he/she was assigned, and the AmeriCorps*Leaders Office at Corporation Headquarters.

RECORD ACCESS PROCEDURES:

A member wishing access to information about his/her records should contact the particular Corporation State Office or NCCC Regional Campus where he/she was assigned or performed his/her service, and the AmeriCorps*Leaders Office at Corporation Headquarters, and provide name, social security number, and dates and location of where the member performed his/her service.

CONTESTING RECORD PROCEDURES:

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

RECORD SOURCES CATEGORIES:

The data is supplied by the member or through forms signed and executed by the member, or by Corporation personnel.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.