

CORPORATION-7

SYSTEM NAME:

Travel Files.

SYSTEM LOCATION:

Office of Administrative and Management Services, Travel Unit; Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC, 20525. For field offices, travel files are kept at the operational location of each Service Center Director, State Director, and NCCC Campus Director.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Corporation Headquarters Staff, Consultants, Invitational Travelers, and all Corporation Relocated Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individuals' records and special event records for Headquarters Staff, Field Staff. Travel files are located at each Corporation site.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

PURPOSE(S):

To maintain travel files on all persons traveling on official Corporation business.

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

Files are maintained in individual folders in a locked metal file cabinet when not in immediate use.

RETRIEVABILITY:

Individual's name in alphabetical order and Travel Authorization number.

SAFEGUARDS:

Access only to appropriate personnel and Corporation officials. The metal travel file cabinet is locked when not in use.

RETENTION AND DISPOSAL:

Retention three (3) years. Disposal of records is by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Travel Management Program Analyst, Office of Administrative and Management Services, Corporation for National and Community Service, 1201 New York Avenue, NW. Washington, DC 20525. For field offices, the System Manager is the Service Center Director, State Director, and NCCC Campus Director.

NOTIFICATION PROCEDURE:

Send to address listed.

RECORD ACCESS PROCEDURES:

Travel Management Program Analyst, Office of Administrative and Management Services, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, Start Printed Page 4403DC 20525. For field offices, the System Manager is the Service Center Director, State Director, and NCCC Campus Director.

CONTESTING RECORD PROCEDURES:

Send to address listed.

RECORD SOURCE CATEGORIES:

Submitted by Corporation employees etc.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.