

CORPORATION-8

SYSTEM NAME:

AmeriCorps Member Individual Accounts.

SYSTEM LOCATION:

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

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who has served or is serving as a member or other full-time, stipended member under a Corporation program.

CATEGORIES OF RECORDS IN THE SYSTEM:

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

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

PURPOSE(S):

The system of records was established to maintain service histories on all current, former, and other full-time stipend volunteers serving in the Corporation programs and earning an education award.

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 on magnetic tape, disks, electronic image, hard copy, and are kept in a locked room when not in use.

RETRIEVABILITY:

Records are retrieved by social security number.

SAFEGUARDS:

The material on tapes and disks is generally available only to the Corporation's Office of Information Technology and Accounting staff, and is so coded as to be unavailable to anyone else. Hard copy records are available only to Corporation staff with a need for such records in the performance of their duties.

RETENTION AND DISPOSAL:

These records are maintained for a period of (7) seven years from date the volunteer earns an education award and then forwarded to the Federal Records Center for (3) three years. Electronically imaged documents will be maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director, National Service Trust Operations, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC 20525.

NOTIFICATION PROCEDURE:

A person wishing to determine if this system contains his/her records should contact the Corporation for National and Community Service, Director, National Service Trust Operations, 1201 New York Avenue, NW., Washington, DC 20525, and provide name, social security number, and dates of volunteer service.

RECORDS ACCESS PROCEDURES:

A person wishing access to information about their records should contact the Corporation for National and Community Services, Director, National Service Trust Operations, 1201 New York Avenue, NW., Washington, DC 20525.

CONTESTING RECORD PROCEDURES:

A person wishing to amend his/her 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 enrollment and exit forms.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.