

Youth Conservation Corps - Enrollee Records

INTERIOR/OS-25

System name: Youth Conservation Corps (YCC) Enrollee Records--Interior, Office of the Secretary--25.

System location:

(a) U.S. Department of the Interior, Bureau of Reclamation, Administrative Service Center, Academy Place 1, 7333 West Jefferson, Denver, Colorado 80235.

(b) Participating Field Stations of the U.S. Department of the Interior, U.S. Fish & Wildlife Service. A listing of field offices may be obtained from the System Manager listed below.

Categories of individuals covered by the system:

Enrollees (YCC) of USDI Federal YCC program.

Categories of records in the system:

(1) Current enrollee USDI Application Form and Employment and Training Administration Form 27; USDI Medical History Forms; Personal and Statistical Information. (2) Optional; Evaluation of enrollees performance by camp staff; Accident, injury, and treatment forms. (3) Past enrollees; List of names and addresses. (4) Current alternates (YCC) USDI Application Form and Employment and Training Administration Form 27.

Authority for maintenance of the system:

Pub. L. 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The primary uses of the records are (a) the identification of current and past enrollees and current alternates or applicants; (b) for the selection of alternate upon enrollee withdrawal from program (YCC), (c) to provide enrollee participation record for school credit. Disclosures outside of the Department of the Interior may be made (1) to the U.S. Department of Agriculture in connection with joint administration of YCC program; (2) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for

investigating or prosecuting the violation or for enforcement or implementing the statute, rule, regulation, order or license; (4) to a congressional office from the record of an individual in response to an inquiry the individual has made to the congressional office; (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (6) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in personnel jackets.

Safeguards:

In accordance with National Archives and Records Administration regulations (36 CFR 1228.150, et seq).

Retention and disposal:

In accordance with Interior Department, Office of the Secretary Records Schedule NCa-48-82-1.

System manager(s) and address:

(a) Youth Program Officer, U.S. Department of the Interior, National Park Service, PO Box 37127, 1100 L Street, room 4415, Washington, DC 20013-7127.

(b) Chief, Division of Refuges, U.S. Department of the Interior, U.S. Fish & Wildlife Service, 1849 C Street NW, Washington, DC 20240.

Notification procedure:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information pertaining to him/her is required. See 43 CFR 2.60.

Record access procedures:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories:

Individual on whom the record is maintained, medical doctor, school or other official.