

10-8  
OGC

Privacy Act System of Record Notice Approval

I have reviewed the changes made to the attached system of record notice and consent to the changes which will be published in the Federal Register.

A handwritten signature in blue ink, appearing to be "Maff", is written over a horizontal line.

Date: 3 August 2007

**Record source categories:**

Record subject.

**PC-8 – Peace Corps**

**System name:**

Legal Files – Staff, Volunteers, and Applicants

**System location:**

Office of the General Counsel, Peace Corps, 1111 20th St., N.W., Washington, DC  
20526

**Categories of individuals covered by the system:**

Peace Corps staff, volunteers, and applicants for employment or volunteer service.

**Categories of records in the system:**

Records pertaining to employee administrative and EEO grievances, wage garnishments, appeals from adverse actions, claims by and against staff members, claims by and against volunteers, litigation involving Peace Corps staff or volunteers, and legal queries from staff members. Public and Confidential Financial disclosure documents; ethics document training records; safety and security incident files; 611 files (intelligence background for applicants and potential employees).

**Authority for maintenance of the system (includes any revisions or amendments):**

The Peace Corps Act, 22 U.S.C. 2501 et seq.

**Purpose:**

To support legal representation of the Peace Corps and to provide legal counsel to the Director of the Peace Corps, the Director's designees, and Peace Corps staff.

**Routine uses of records maintained in the system:**

General routine uses A, B, C, D, E, F, G, H, I, K, and L apply to this system.

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

**Storage:** On paper and in a computerized database.

**Retrievability:** By name/case#.

**Safeguards:** Paper records are maintained in secured file cabinets, locked with combo lock and steel bar. 611 files are maintained in an electronic lock filing cabinet. Computer records are maintained in a secure, password-protected computer system. All records are maintained in secure, access-controlled areas or buildings.

**Retention and disposal:** Files are retired to the Federal Records Center consistent with the Peace Corps Records Management Handbook.

**System Manager:**

General Counsel, Peace Corps, 1111 20th St., N.W., Washington, DC 20526

**Procedures for notification, access, and contesting:**

To the extent permitted under the Privacy Act of 1974, 5 U.S.C. §552a(k)(1),(2),and (5), this system has been exempted from the provisions of the Privacy Act of 1974 that permit access and correction. Any individual who wants to know whether this system of records

contains a record about him or her, who wants access to his or her record, or who wants to contest the contents of a record, should make a written request to the System Manager. Requesters will be required to provide adequate identification, such as a driver's license, employee identification card, or other identifying document. Additional identification may be required in some instances. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Peace Corps Privacy Act procedures are set out in 22 CFR Part 308.

**Record source categories:**

Record subject, and correspondence and reports from persons and agencies dealing with the Peace Corps.

**Systems exempted from certain provisions of the act:**

Pursuant to 5 U.S.C. 552a(k)(1),(2), and(5),this system is exempt from the following provisions of the Privacy Act of 1974, subject to the limitations set forth in those subsections: 5 U.S.C.552a(c)(3),(d),(e)(1),(e)(4)(G), (e)(4)(H),and(f).

**PC-9 – Peace Corps**

**System name:**

Travel and Transportation Payment.

**System location:**

Global Accounts Payable, Office of the Chief Financial Officer, Peace Corps, 1111 20th St., N.W., Washington, DC 20526.