

# Youth Conservation Corps - Recruitment Files

**INTERIOR/OS-29**

**System name:** Youth Conservation Corps (YCC) Recruitment Files--Interior, Office of the Secretary--29.

**System location:**

Records are kept at participating field stations of the U.S. Department of the Interior's Fish and Wildlife Service and National Park Service. A listing of field locations may be obtained from the pertinent system manager noted below.

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

Youths between the ages of 15 and 18 who file an application to attend a Department of the Interior, or State Grant YCC camp.

**Categories of records in the system:**

The system consists of application forms submitted by eligible youth and contains the following categories of information: Name, address, telephone number, birthdate, sex, and name of parent or guardian.

**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 use of the records is for selection among applications of all eligible applications. Persons selected are either offered employment in a YCC camp or placed on an alternate list to be used in case of declination. Disclosures outside the Department of the Interior may be made (1) to the U.S. Forest Service, States, counties, cities and other subgrantees for employment purposes; (2) to the U.S. Department of Justice or in a proceeding before a court of 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 enforcing 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 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:**

Manual.

**Retrievability:**

Applications are filed alphabetically by name of individual applicant.

**Safeguards:**

Records are kept locked in confidential files.

**Retention and disposal:**

Pending approval of the Archivist of the U.S.

**System manager(s) and address:**

(1) Chief, Division of Refuges, U.S. Fish and Wildlife Service, U.S. Department of the Interior, Washington, DC 20240; (2) Director, Office of Youth Activities, National Park Service, U.S. Department of the Interior, Washington, DC 20240.

**Notification procedure:**

Inquiries regarding the existence of records should be addressed to the appropriate system manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

**Record access procedures:**

A request for access may be addressed to the appropriate 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 appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

**Record source categories:**

The records in this system originate in two ways: (1) The YCC application form prepared by the applicant and any additions or corrections thereto, also prepared by the applicant. (2) Additional information added to the file by the State recruiter concerning the applicant's selection, nonselection, declination, etc.