

ACCOUNTABILITY OF CONTRACTOR PRIVACY ACT RECORDS

Contractor: _____

Title and Number: _____

At the close of a contract, an accountability must be made of records subject to Privacy Act Regulations.

The above named contract involved the assembly of documents for Peace Corps which are subject to Privacy Act Regulations.

The contract stipulated that the records would be kept for a specific period of time, i.e., forwarded to Peace Corps immediately, destroyed immediately upon completion of the use for which obtained, or forwarded to Peace Corps for retention and disposal.

As part of the close-out of the above contract, I have discussed the above requirements with the individual responsible for the records. Records collected have been or will be disposed of as indicated below.

DISPOSAL OF RECORDS: (This section must reflect the disposition or scheduled disposition of Privacy Act records.)

Date: _____

Signature: _____
(Contract Administrator)