## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

**1. FROM (Agency or establishment)**
National Archives and Records Administration

**2. MAJOR SUBDIVISION**
*(see below)*

**3. MINOR SUBDIVISION**

**4. NAME OF PERSON WITH WHOM TO CONFER**
Laurence Patlen

**5. TELEPHONE**
501-5110

**6. AGENCY CERTIFICATION**
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- [ ] is not required;  [ ] is attached; or  [ ] has been requested.

**DATE**
5-11-92

**SIGNATURE OF AGENCY REPRESENTATIVE**
[NARA Records Officer]

**TITLE**

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**7. ITEM NO.**

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

### 1. 1605-3 Individual volunteer files. Includes application, record of hours worked, and other records pertaining to the volunteers' service.

*Records maintained by:*
- Office of Public Programs
- Office of Presidential Libraries
- Office of the National Archives

COFF when volunteer departs program. Destroy when 4 years old.

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**Copy sent to agency NNA NN W NBC 8/26/92**

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**STANDARD FORM 115 (REV. 3-91)**
Prescribed by NARA
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