

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 362

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration & Finance

3. MINOR SUBDIVISION

Technical Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Manno or Marilyn Taylor

5. TEL. EXT.

254-3545

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 6 pages are proposed for disposal for the reason indicated: ("X" only one)

☒ A The records have ceased to have sufficient value to warrant further retention.

☐ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

3/26/74
(Date)

John F. Nolan

(Signature of Agency Representative)

Chief, Technical Svcs.

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>In order to rid current offices of material regarding defunct programs and offices, the following dispositions are required. ACTION is changing rapidly; therefore, a number of programs, projects and organizational units are tried. Some prove beneficial; others are interesting and should be retained to document the numerous ways ACTION has tried to accomplish its mission.</p> <p>INTERNATIONAL OPERATIONS</p> <p>Planning Group (IO/PG)</p> <p>1. Training Support Files</p> <p>Studies and reports, dated 1970-1971, prepared by the Office of Training Support which document training procedures, goals, and projections of IO. These are inactive files which have not been referred to in two years. This office was abolished in the fall of 1971 during a reorganization.</p> <p>2. Retire to FRC. Permanent. Offer to National Archives 15 years after retirement.</p> <p>Copy to Agency 6/24/74</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Program and Training Council</p> <p>Documentation dated 1962-1972 contains the agenda, minutes, issues, high level policies and procedures, and evaluations of the training program. This Council was abolished in 1972.</p> <p><i>R</i> Retire to FRC. Permanent. Offer to National Archives 15 years after retirement.</p>		
3.	<p>Peace Corps Director's Files</p> <p>Office files of Joseph Blatchford, 1971-72, documenting ACTION policy and procedures. The file contains incoming and outgoing correspondence, Peace Corps publicity, copies of Director's speeches, organizational charts, functional statements, policy and procedural statements and Director's statements before Congress.</p> <p><i>R</i> Retire to FRC. Permanent. Offer to National Archives 15 years after retirement.</p>		
4.	<p>Organization of Peace Corps</p> <p>These records dated 1965-1970 document the mission, function, history, and organizational plans of Peace Corps. These files augment files retained by Peace Corps Headquarters.</p> <p><i>2</i> Retire to FRC. Permanent. Offer to National Archives 15 years after retirement.</p> <p>Operations Planning Branch</p>		
5.	<p>Volunteer Personnel File</p> <p>This is a 5" x 8" card file. These cards were made on each volunteer from the beginning of Peace Corps through 1967. The information contained is duplicated in the Official Volunteer Personnel File, which is retired to</p>		

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	<p>St. Louis, NPRC.</p> <p>Destroy when no longer needed.</p> <p>IO Regional Offices</p> <p>6. Program Memoranda</p> <p>A document for specific countries or regions. This document outlines a comprehensive program for the area. No longer prepared, superseded by country plans.</p> <p>φ a. IO/W Regional Office cut-off at the end of year, hold 2 years and retire to FRC. Permanent. Offer to National Archives 15 years after retirement.</p> <p>b. Destroy all other copies after 3 years.</p> <p>DOMESTIC OPERATIONS</p> <p>ACTION Education Programs (DO/E)</p>		
7.	<p>Volunteers to America Personnel Case File</p> <p>These volunteer folders are filed by country and then by name. The file contains personal correspondence regarding assignments, problems encountered, progress reports, lesson plans, newspaper clippings, volunteer biographic data, photographs, and certificates of services. The program was started by President Johnson in 1967 and continued until the end of 1972. The project has been discontinued.</p> <p>Retire to FRC. Permanent. <i>Offer to Archives in 10 years.</i></p>		
8.	<p>Volunteers to America Country Files</p> <p>Documentation is arranged alphabetically by country and is dated from 1967 through 1972.</p>		

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R	<p>Each country folder contains cables and correspondence regarding diplomatic negotiations, volunteer visits, program history, cultural exchange, study and techniques evaluation, training contracts, budget, contractor information, congressional correspondence, and International Conference discussions and papers. This program is also known as Peace Corps Exchange, Domestic Peace Corps, and Reverse Peace Corps. Program discontinued.</p> <p>Retire to FRC. Permanent. <i>OFFER To Archives in 10 years.*</i></p>		
9. R	<p>Volunteers to America (VTA) Subject Files</p> <p>This is a group of miscellaneous folders, dated 1967-1972, containing substantive policies and procedures material; for example, letters of support from Congress and states, program slides and tapes, handbooks for local supervisors, lesson plans, policy on VTA's remaining in the U.S., fact sheets, program descriptions, assignment sites, and a complete record set of all publications and press releases. Program discontinued.</p> <p>Retire to FRC. Permanent. <i>OFFER To Archives in 10 years.*</i></p>		
10. R	<p>ACTION Merger and Reorganization Task Force File</p> <p>This file contains correspondence, reports, and other records dated 1971 addressed to Henry Kissinger, John D. Ehrlichman, H.R. Haldeman, and other White House personalities indicating the level of coordination and support. It is a comprehensive file documenting the actions of the TASK Force, ideas considered, proposed reorganization, and agencies or programs that should be merged.</p> <p>Retire to FRC. Permanent. <i>OFFER To Archives in 10 years.*</i></p>		

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11.	<p>VISTA Operations Branch (DO/VISTA)</p> <p>Imprest Funds (1970-1971)</p> <p>Money allocated as a revolving type operation. This was an OEO cash fund to advance money to volunteers. These files document disposition of the money. The file contains SF 1129 and VISTA Form 15 Individual Voucher which the individual volunteer signed that received the money. To satisfy this obligation the Army Finance Center, Indianapolis, Indiana deducted this amount from the Volunteer's pay.</p> <p>DO/VISTA will retire this material to FRC. FRC will destroy 10 years from receipt to this file.</p> <p>OFFICE OF VOLUNTARY ACTION LIAISON *</p> <p>This office was abolished in 1973, but some of its functions were taken over by the Office of Out-Placement.* The following records are all that remain of the files of this organization.</p>		
12.	<p>PC/VISTA Questionnaires</p> <p>Files are arranged alphabetically by state. The questionnaires contain the answers provided by the returned volunteers regarding future employment or academic training desired. This is raw data and no analysis of the material has been made.</p> <p>Retire to FRC. FRC will hold 3 years and destroy.</p>		
13.	<p>Correspondence Subject File</p> <p>Files are arranged alphabetically by subject. Day to day correspondence regarding various functions of the office is contained herein.</p>		

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14.	<p>Retire to FRC. Permanent. <i>OFFER To Archives in 10 years. *</i></p> <p>Volunteer Award Program Nominations</p> <p>Filed alphabetically by name of nominee for Volunteer Award. Agencies nominate deserving candidates who excelled in some type of volunteer work. This program had White House backing and awards were presented at the White House. To date only one award ceremony has been held.</p> <p>Retire to FRC. FRC will hold 3 years and destroy.</p>		