

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 13 1974	JOB NO.
DATE APPROVED NC-362-75-1	

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
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Joe Manno or Marilyn Taylor

5. TEL. EXT.
254-3545

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-4-74 Date acting
Walter Robert Jr.
 Archivist of the United States

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 5 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.

8/4/74
 (Date)

John F. Nolan
 John F. Nolan, Chief, Administrative Services Division
 (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Official Peace Corps Volunteer Personnel Folder This alphabetic folder contains the official documentation of the Volunteer's employment history. It includes applications, notices of all personnel actions (enrollment, training, termination, etc.) results of National Agency Check, Oath of Office, description of service, designation of beneficiary, and related correspondence. a. IO/PG Washington will retire these files to the National Personnel Records Center (NPRC), St. Louis, Missouri, 1 year after termination of volunteer's service. Dispose 75 years after birth of Volunteer. b. Destroy all other copies 1 year after termination of Volunteer's service.	NC174-189 Item 71	
2.	Vouchers and Schedules of Payments These files consist of but are not limited to the following: SF 1166 "Schedule of Payments" PC 58 "Voucher Payment Record" & "Schedule of Cancelled Checks" a. A&F/Fiscal Services Branch will cut-off at end of the fiscal year, hold 3 years, and retire to the FRC. Disposition will be in accordance with GAO Instructions. b. All other offices will cut-off at end of fiscal year, hold 3 years and destroy.	Item 128	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Contract Files</p> <p>These case files contain all documentation on each contract. They are filed by contract number. Each contract file contains contracts and amendments, clearances and negotiations, funding or obligating document, contractors bid, correspondence, payment schedule and copy of voucher.</p> <p>a. A&F/P Contracts Branch will:</p> <p>(1) Place contracts under \$2,500 in a closed case file upon final payment, hold 3 years and destroy.</p> <p>(2) Place contracts in the amount of over \$2,500 in a closed case file upon final payment, and retire to FRC. FRC will destroy 6 years after 2 years.</p> <p>b. Fiscal Services copy of above file, containing a copy of the contract and all fiscal payments maintained in A&F/A Fiscal Services, will be placed in a closed file upon final payment, held 3 years and retire to FRC. Disposition to be in accordance with GAO Instructions.</p> <p>c. All other offices will destroy 4 years from date of contract.</p>	Item 140	
4.	<p>Leases</p> <p>Leases are filed by regions and thereunder alphabetically by country. This file contains a copy of foreign property leases and correspondence.</p> <p>a. A&F/P/Contracts Branch will:</p> <p>(1) Place leases under \$2,500 in a closed case file upon final payment, hold 3 years and destroy.</p> <p>(2) Places leases over \$2,500 in a closed case file upon final payment, hold 1 year and retire to FRC. FRC will hold 6 years and destroy.</p>	Item 143	

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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
5.	<p>Grant File</p> <p>These are case files which contain all essential documentation for each grant. They are filed by grant number and name of grantee. Each grant case file contains A-106-Grantee's Cash Request, A-16-Notice of Grant Award, Notice of Acceptance of Grant Award, A-1404-Procurement Request, A-17-Grantee Report of Expenditures, A-19-Request for Rebudgeting, A-270-Final Cumulative Cost and Cash Received Report, Report of Contact, Correspondence, A-81 Application for Project Grant, Pre-award Grantee Survey Checklist, and Grant Officers Business Clearance.</p> <p>a. A&F/P Grants Branch will place the grant file in a closed case file upon final termination of the grant, hold 3 years and destroy.</p> <p>b. A&F/Fiscal Services copy of above file, containing a copy of the grant and other payments will be placed in a closed file upon termination, held 2 years, and destroyed.</p>	Item 144	

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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
6.	<p>Government Bills of Lading</p> <p>This file contains both Government Bills of Lading and Certificate-in-lieu. They are filed numerically.</p> <p>a. A&F/P Small Purchases Branch will cut-off at the end of the year of final payment, hold 3 years, and destroy.</p> <p>b. A&F/A Fiscal Services Branch will cut-off at the end of the year of final payment, hold 3 years, and destroy.</p> <p>c. A&F/Travel Branch will cut-off memoranda copy at the end of the year, hold 2 years, and destroy.</p>	Item 145	
7.	<p>Purchase Orders</p> <p>These files contain copies of SF 147, 148 and 44, plus information about final payment.</p> <p>a. A&F/P/Small Purchases Branch will, upon final payment, remove files from active files and place with the closed files. These files will be held 3 years after final payment and destroyed.</p> <p>b. A&F/A/Fiscal Services Branch will: (1) Place small purchases under \$2,500 in a closed case file upon final payment, hold 3 years and destroy. (2) Place small purchases of over \$2,500 in a closed case file upon final payment, hold 3 years and retire to FRC. Disposition will be in accordance with GAO instructions.</p>	Item 146	
8.	<p>Task Orders. ACTION Form 128</p> <p>These files are filed by order number and reflect the date sent out, date due, date order was completed, the office responsible, and the cost.</p> <p>a. A&F/P/Contracts Branch has the official copy of the contract. See Contract files for disposition, item 3.</p>	Item 152	

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	<p>b. A&F/AS file, which duplicates above files, will be held 2 years, and retired to FRC. FRC will destroy 4 years later.</p> <p>c. A&F/A/Fiscal Services Branch will place in a closed case file upon final payment, hold 2 years and retire to FRC. Disposition to be made in accordance with GAO instructions.</p>		
9.	<p>Minority Complaint Case Files</p> <p>This is the full documentation of the minority complaint cases. They are filed alphabetically by name of complainant.</p> <p>a. MA/W will remove cases resolved by ACTION from current file, place in closed file, and retire to FRC. FRC will hold 5 years and destroy.</p> <p>b. Cases resolved by the Civil Service Commission (CSC) will be retained by CSC and the official case file will be disposed of according to CSC Records Control Schedule.</p> <p>c. All other offices destroy 1 year after final adjustment.</p>	Item 184	