

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>DEC 18 1974</b>	JOB NO.
DATE APPROVED	<b>NC - 362-75-4</b>

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.

254-8103

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*7-1-75* *James B. Rhoads*  
 Date 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 1 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.

*6/9/75*

(Date)

*John F. Nolan*  
 (Signature of Agency Representative)

*DIRECTOR, AF/AS*  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Overseas Peace Corps Office Payment Records with Backup Vouchers</p> <p>These records are filed by country and document the fiscal operations of Peace Corps offices. They contain a copy of the obligation document, backup receipts, vouchers and collections along with the paying document.</p> <p>a. ACTION/W has the fully documented paying copy. These are GAO audit files. A&amp;F/A will hold 6 months and retire to FRC. <del>FRC will hold 5 years, 9 months and</del> Destroy in accordance with GAO instructions.</p> <p>b. A&amp;F/Fiscal Services Branch will cut-off the paying copy of the files of Jamaica, Belize and Barbados at the end of the fiscal year, hold 3 years and retire to FRC. <del>FRC will hold 3 years 3 months and</del> Destroy in accordance with GAO instructions.</p> <p>c. Overseas offices have copies of financial documents which will be destroyed 3 years after end of fiscal year.</p> <p><i>(*change authorized by M. Taylor 6/20/75 CSR)                  Copy to Agency + NCW 7/15 A</i></p>		

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**ACTION**

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**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~~**

*8105*

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 1 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.

*12/18/74*  
 (Date)

**John F. Nolan**  
 (Signature of Agency Representative)

**Director, Administrative**  
 (Title) **SVCS.**

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1.	<p><b>Overseas Peace Corps Office Payment Records with Backup Vouchers</b></p> <p>These records are filed by country and document the fiscal operations of Peace Corps offices. They contain a copy of the obligating document, backup receipts, vouchers, and collections along with the paying document.</p> <p>a. Overseas offices which have the paying copy will cut-off at end of the fiscal year, hold <del>10</del><sup>6</sup> years, 3 months and destroy in accordance with GAO Instructions.</p> <p>b. A&amp;F/Fiscal Services Branch will cut-off the paying copy of the files of Jamaica, Belize and Barbados at the end of the fiscal year, hold 3 years and retire to FRC. Disposition will be in accordance with GAO Instructions.</p> <p>c. A&amp;F/Accounting Operations Branch will cut-off the ACTION Agency copy of all Peace Corps fiscal records at the end of the fiscal year, hold 1 year and retire to FRC. FRC will hold 3 years and destroy.</p>		