

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED <b>OCT 1 1975</b>	JOB NO.
DATE APPROVED	<b>NC - 362-76-1</b>

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*10-30-75*  
 Date *James B. Rhoads*  
 Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration & Finance

3. MINOR SUBDIVISION

Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Manno or Marilyn Taylor

5. TEL. EXT.

254-8103

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.

8/28/75  
 (Date)

*John F. Nolan*  
 John F. Nolan, Director, Office of Administrative Services  
 (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 FULL-TIME DOMESTIC VOLUNTEER PERSONNEL FILE Case files arranged by social security number in a modified terminal digit sequence. Includes correspondence, forms and other records documenting the volunteer's employment history, such as application, notices of all personnel actions, travel, pay and leave allowance, vouchers, National Agency Checks and Form W-4, Tax Withholding  RC/VP/ARC will place in active file when volunteer terminates, hold 1 year and retire to FRC. FRC will hold 6 years and destroy.	NC174-189 Item 106	
2.	OFFICIAL PEACE CORPS VOLUNTEER PERSONNEL FILE  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 the National Agency Check, Oath of Office, description of service, designation of beneficiary and related correspondence.  a. AF/VSS Washington will retire these files to FRC 1 year after termination of volunteer's service. FRC will hold 6 years and destroy. b. Destroy all other copies 1 year after termination of volunteer's service.	NC362-75-1 Item 1	<i>Copies to Agency</i> NCP, NCPC & NCW 11-6-75