

**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 MAY 28 1976	JOB NO.
DATE APPROVED	NC1-362-76-4

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

JUN 7 1976

Date **ACTING** Archivist of the United States

James P. O'Heil

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 2 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.

5/26/76

John F. Nolan, Director, Administrative Services Div.

(Date)

(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.	Records relating to deaths of Peace Corps Volunteers "Death Files". This is an alphabetic group of files containing documentation relating to the death of Peace Corps Volunteers. It includes eye witness accounts, autopsy reports, investigation reports, correspondence with relatives, transportation arrangements, and personnel action on termination. a. IO Special Services Washington will cut-off at the end of the year of death, hold seven years and destroy.	NC174-189 Item 73	
2.	Early Volunteer Terminee Case Files Case files are arranged alphabetically by Volunteer's name. Contains information dealing with problems which may require early termination of service, such as illness and injury, general maladjustment, misconduct, and marriage. Included are cables, copies of PC Form 505, Description of Service, copies of PC 440, Notice of Volunteer Trainee Action, Request for Travel, correspondence which gives requests for termination, evaluation reports, correspondence with volunteer and family, and termination documents. a. IO/SS with cut-off these files at termination of volunteer, hold 4 years and retire to FRC. FRC will hold 3 additional years and destroy.	NC174-189 Item 74	

Copy to Agency & NC 174-189-4600

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
	b. Destroy all other copies six months after termination of volunteer.		