

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 27 APR 1977	JOB NO.
DATE APPROVED NC 1, 362 77 1	

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

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration and 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. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

MAY 26 1977 *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 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.

4/25/77
 (Date)

John F. Nolan
 John F. Nolan, Director, 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.	<p>Combined Domestic and International Volunteer Applicant System</p> <p>This is an automated system with records of individuals whose applications have been accepted for consideration for volunteer service. It consists of name, date of birth, sex, social security number, type of volunteer program applied for, marital status, personal statistics, skills, educational level, method of recruitment, date of availability, status codes and similar data required to process a person as an applicant and report on processing progress. Records are retrievable through the last name and social security number.</p> <p>This information is used for verification of data entry, monitoring progress in filling placement of volunteers, accountability purposes, statistical analysis of placement performance and evaluating progress of goal implementation. Computer files are updated on a daily basis and reports are distributed to users on a weekly or biweekly basis on microfilm and in computer printouts. Semiannually a computer tape and microfilm are made of inactive applicants.</p> <p>One year of applicant information is retained on the active file and the previous two years on an inactive (retirement) file.</p>		

2 items

Sent to agency 5/12/77

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
	<p>a. Computer Services Division will destroy inactive computer tapes on an end of fiscal year basis when these applicant records are three years old.</p> <p>b. All other offices will destroy microfilms and printout reports upon receipt of new microfilms and printout reports.</p>		