

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-362-82-2</i>	
DATE RECEIVED <i>June 1, 1982</i>	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<i>9-30-82</i> <small>Date</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
*Peace Corps*

2. MAJOR SUBDIVISION  
*Office of Management*

3. MINOR SUBDIVISION  
*Administrative Services Office*

4. NAME OF PERSON WITH WHOM TO CONFER  
*Genea Godbey*

5. TEL. EXT.  
*254-6020*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>8/19/82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. McClendon</i> Robert E. McClendon	E. TITLE Director, Administrative Services
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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
	<p>Peace Corps Volunteer applicant folders are established for basically qualified individuals who apply for service. The files contain the application, reference forms, background information form, evaluation/interview forms, letters, medical or legal flag forms, and miscellaneous papers created during the application process. The records are filed by social security number in a modified terminal digit sequence.</p> <p>Beginning September 1, 1982, applicant files housed at Peace Corps headquarters will be microfiched to facilitate processing and faster retrieval or location of a record. For a period of six months, the hard copy will be retained as a backup to allow for resolving unforeseen problems in copying and producing hard copies. On April 1, 1983, the hard copy of files that should have been destroyed during the monitoring period will be destroyed.</p> <p align="right">continued</p>		<i>Titma</i>

115-107 to agency, *10/7/82*  
*to NNF, WNRC - 10/7/82*  
 Closed out: *10-782:cm*  
*copies to Agency, NNF + WNRC*  
*MDC sheet Not Required - this job does NOT affect any records already in WNRC.*  
 STANDARD FORM 115  
 Revised April, 1975  
 Prescribed by General Services Administration  
 GPMR (41 CFR) 101-11.4

**Request for Records Disposition Authority - Continuation**

JOB NO

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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
1	<p>Segment One: A Silver master and one duplicate fiche will be produced of the files for individuals who entered training and/or were serving as Peace Corps Volunteers on or after January 1, 1982.</p> <p>a. The silver master and duplicate fiche will be destroyed <sup>on-site</sup> on an annual basis seven years from the trainee termination or Volunteer completion of service date. <i>Not authorized for transfer to FRC</i></p> <p>b. After the initial six months monitoring period ending March 31, 1983, the hard copy will be destroyed <sup>on-site</sup> immediately upon verification of a complete and legible microfiche copy. <i>Not authorized for transfer to FRC</i></p>		
2	<p>Segment Two: A silver master and two duplicate fiche will be produced of the files that are in consideration or on hold for future consideration.</p> <p>a. 1) The master and duplicate fiche for the applicants determined to be ineligible, disqualified, did not respond to medical, legal or other inquiry, or an invitation to training will be destroyed on a monthly basis <sup>on-site</sup> one year from the inactivation date. 2) After the six month monitoring period ending March 31, 1983, the hard copy will be destroyed <sup>on-site</sup> immediately upon verification of a complete and legible microfiche copy.</p> <p>b. The master and duplicate fiche for applicants who reported to training will be destroyed on an annual basis <sup>on-site</sup> seven years from the trainee termination date or Volunteer completion of service date. <i>Not authorized for transfer to FRC.</i></p>	<p>← NC-362-75-5, Item 1</p>	
3	<p>Rejected Applications: a. Applications rejected immediately upon the initial interview or review are maintained in the agency's three Recruitment Service Centers and are destroyed <sup>on-site</sup> six months from the rejection date.</p> <p>b. Applications rejected after participation in the Center for Assessment and Training (CAST) are held at headquarters and destroyed <sup>on-site</sup> seven years from the rejection date.</p>	<p>← NC 174-189, Item 108</p> <p>← NC 174-189, Item 108</p>	<p>(excluding rejected applications and applicants who did not report to training)</p>

*Note: Applicant records created prior to 11/1/82 are covered by NC-362-76-1, Item 108. Post-11/1/82 "other employment history records" are covered by NC 1-362-82-4-83-1*