

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

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  
**Genoa Godbey**

5. TEL. EXT.  
**254-6020**

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JOB NO  
**NCI-362-83-1**

DATE RECEIVED  
**10-1-82**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**10-12-82** *[Signature]*  
Date Archivist of the United States

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 <b>8/19/82</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>Robert E. McClendon</b>	E. TITLE <b>Director, Administrative Services</b>
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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><del>This changes Retention Schedule NC 362-76-1, Item 2 to read:</del></p> <p>For volunteers entering service after 1/1/82* This alphabetic folder contains the official documentation of the Peace Corps Volunteer's employment history <sup>(excluding application records)</sup>. Each file includes notices of personnel actions, results of the National Agency Check, oath of office, description of service, designation of beneficiary, cables, final payment documents and miscellaneous forms and correspondence pertaining to the Volunteer's service.</p> <p>a. The Peace Corps Volunteer Payroll/Personnel Records Office retires these files to the Federal Records Center (FRC) one year after the trainee termination date or Volunteer completion of service date. FRC will hold six years and destroy.</p> <p>b. All other copies are destroyed one year after</p>	<p><b>NCI-362-76-1, Item 2a</b></p> <p><b>NCI-362-76-1-Item 2b</b></p>	<p><i>[Handwritten]</i></p>

115-107 \* For records created before 1/1/82, use NC-362-76-1, Item 2

Closed out to agency, 10/14/82, by RTB  
Copies to NARS (NCI)

MDC Sheet Not Required  
STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
GSA (41 CFR) 101-11.4

**Request for Records Disposition Authority—Continuation**

JOB NO.

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2 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>the trainee termination date or Volunteer completion of service date.</p> <p>This change is made to delete the inclusion of the Volunteer application folder. The applicant files are covered by a separate retention schedule (NCI-36a-8a-2).</p>		