

**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

Associate Director for Management

3. MINOR SUBDIVISION

Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER  
Gary Palmquist, Director  
for Compliance

5. TEL. EXT

254-8320

LEAVE BLANK

JOB NO

NC1-362-83-3

DATE RECEIVED

9-7-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-26-83

Date

*[Signature]*  
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 1 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<br><u>8/26/83</u> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><u>Benoa M. Hordbey</u> | E. TITLE<br>Chief, Paperwork and Records<br>Management Branch, M/AS/G P 314 |
|---------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN                                                                                                                                                                                                   |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | <p>Internal Audit Case Files - Numerically arranged case files containing correspondence, reports, statistics, maps, and background notes regarding offices, contractor, and special programs which had been the recipient of an internal audit.</p> <p>a. Official file copies of the Internal Audits will be held until <sup>10 years old</sup> <del>no longer needed</del> and then retired to FRC. Permanent. (Offer to National Archives <sup>when old</sup> <del>20 years after retirement</del>.)<br/>Arr. numerically. Ca. 1/2 cu ft/yr.</p> <p>b. Audit workpapers, rough draft reports and other substantiating papers contained in the official workpaper files of the Office of Compliance will be held until the next appropriate audit or for 3 years (whichever comes first), and used in the new workpapers or destroyed in agency. Transfer to FRC not authorized.</p> |                      | <p>supersedes NC 174/189, Item 7a, For Peace Corps only ACTION continues to use NC 174/189, Item 7a.</p> <p>supersedes NC 174/189, Item 7b, for Peace Corps only. ACTION continues to use NC 174/189, Item 7b.</p> |

115-107

to agency, by RTB, 9/28/83  
to NNB, NNF, + WNRC - 9/28/83

NNF + NNB sent 10-18-83 by DMW.

NCW sent 10-21-83 by DMW. MDC sheet ~~attached~~ attached to WNRC copy