

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 Personnel Management
Mail to: M/AS/G/PRM Room P-314

4. NAME OF PERSON WITH WHOM TO CONFER
Genoa Million

5. TEL EXT
254-6020

LEAVE BLANK

JOB NO
NCl-362-84-2

DATE RECEIVED
05-31-84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-4-85 *Frank A. Burke*
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 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 5/11/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Genoa Million</i>	E. TITLE Chief, Paperwork and Records Management Branch, M/AS/G/PRM
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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>Automated Personnel Management Information System</p> <p>This system contains data elements pertaining to Peace Corps employees and which are required for the submission tapes each month to the U. S. Office of Personnel Management for the governmentwide Central Personnel Data File. This system contains additional data elements that are used to issue personnel information to employees on a need to know basis. Such reports include end of tour dates, arrival at overseas post dates, within class increase due dates, budget and staffing reports, etc. A definitive list of data elements is contained in FPM Supplement 292-1 and the Peace Corps Personnel Management Information Coding Book.</p> <p>Inactive records are purged one year from the date of resignation, separation, and termination of employees from Peace Corps rolls.</p> <p>Reports issued from this system are destroyed when superseded or in accordance with subject matter retention standards.</p>		1 item