

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO
NCL-362-85-2

DATE RECEIVED
9-24-85

1. FROM (Agency or establishment)

Peace Corps

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

John von Reyn

5 TELEPHONE EXT

254-6020

DATE

5-5-86

ARCHIVIST OF THE UNITED STATES

Frederick A. Burke

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE

9/19/85

C SIGNATURE OF AGENCY REPRESENTATIVE

John M. von Reyn
John M. von Reyn

D TITLE

Records Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

1. Anniversary Celebration Records (New)

Contains correspondence, reports, pamphlets, brochures documenting major Peace Corps anniversary celebrations (20th, 25th, etc.).

Arrangement: Alphabetical by subject

Annual accumulation: 1 cu. ft.

Total volume to date: 5 cu. ft.

Disposition: Cut off files at the end of the year of celebration. Retire to Federal Records Center. Permanent. Offer to Archives when 20 years old.

All changes to this proposed schedule have been approved by:

John W. Marcus
NARA appraiser

12/23/85
date

John M. von Reyn
Agency representative

12/31/85
date

13 items

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>2. <u>Public Relations Subject Files (New)</u></p> <p>Contains correspondence, reports, pamphlets, brochures documenting Peace Corps information/public relations activities.</p> <p>Arrangement: Alphabetical by subject</p> <p>Annual accumulation: 1 cu. ft.</p> <p>Accumulated to date: 6 cu. ft.</p> <p>Disposition: Cut off files in 5 year blocks (1980-1984, 1985-1989, etc.). Hold two years. Retire to Federal Records Center. Permanent. Offer to Archives when 20 years old. <small>most recent records in accession are</small></p> <p>3. <u>Speeches</u></p> <p>Speeches by the Director of the Agency and other Senior Staff.</p> <p>Arrangement: Chronological by date</p> <p>Annual accumulation 1 cubic foot.</p> <p>Accumulated to date: 4 cubic feet</p> <p>Disposition:</p> <p>a. Official file, - Cut off at end of year incumbent Director leaves, <small>or every three years, whichever comes first.</small> Retire to Federal Records Center. Permanent. Offer to Archives when <small>most recent records are</small> 20 years old.</p> <p>b. Destroy all other copies when no longer needed.</p> <p>Justification for exception to GRS 14 Item 1(a):</p> <p>By retiring speeches the year the incumbent director leaves, the agency will better ensure that these records are transferred to the Archives. Retiring by directorship will also group policies/philosophy of a particular director. These records usually have no reference value to new director's/administrations.</p>	<p>NC 174-189 Item 117.</p>	

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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>4. <u>Press Releases</u> (GRS 14-1(b))</p> <p>Arrangement: Chronological by date</p> <p>Annual accumulation: .25 cu. ft.</p> <p>Accumulated to date: 1.5 cu. ft.</p> <p>Disposition:</p> <p>a. Official file. - Cut off file in 5 year blocks. (1980-1984, 1985-1989, etc.) Retire to FRC 2 years after cut off. Permanent. FRC will Offer to Archives when ^{most recent records are} 20 years old.</p> <p>b. Destroy all other copies when no longer needed or when 2 years old, whichever is sooner.</p> <p>5. <u>Public Relations Publications</u></p> <p>Publications consisting of <u>Peace Corps Times</u>, <u>Peace Corps Articles of Interest</u>, etc.</p> <p>Arrangement: ^{Alphabetical} Chronological by title of publication.</p> <p>Annual accumulation: 1 cu. ft.</p> <p>Accumulated to date: 4 cu. ft.</p> <p>Disposition:</p> <p>a. Official ^{record} file copy. - Cut off file in 5 year blocks. (1980-1984, 1985-1989, etc.) Retire to FRC 2 years after cut off. Permanent. FRC will Offer to Archives when ^{most recent records are} 20 years old.</p> <p>b. Destroy all other copies when no longer needed.</p> <p>6. <u>Public Relations Audiovisual Records</u> (GRS 21)</p> <p>Photographs, graphic arts, pictures, video recordings, sound recordings and related documentation.</p> <p>Annual accumulation:</p> <p>Accumulated to date:</p> <p>Disposition: Dispose of in accordance with General Records Schedule 21, "Audiovisual Records."</p>	<p>NC174-189 Item 119</p> <p>NC174-189 Item 118</p>	<p>Withdrawn</p>

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>7. <u>Media Contact Sheets (New)</u></p> <p>Record of contacts with newspaper, television, radio reporters requesting information about Peace Corps.</p> <p>Arrangement:</p> <p>Annual accumulation: .5 cu. ft.</p> <p>Accumulated to date: 1.5 cu. ft.</p> <p>Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner.</p> <hr/> <p>The following standard is being re-submitted as an exception to the new standard established for Audit Case Files (GRS 25, Item 4). We have added a category for "other copies" of internal audits.</p> <p>8. <u>Internal Audits Case Files</u></p> <p>Case files containing correspondence, reports, statistics, maps, and background notes regarding offices, contractors, and special programs which have been the recipient of an internal audit.</p> <p>Arrangement: By year, then sequentially by case number.</p> <p>a. Official ^{Record} file copy.</p> <p>Annual accumulation: .5 cu. ft.</p> <p>Accumulated to date: 5 cu. ft.</p> <p>Disposition: Hold until 10 years old and then retire to FRC ^{in 5 year blocks}. Offer to Archives ^{most recent records are} when 20 years old.</p> <p>b. Audit workpapers, rough draft reports and other substantiating papers contained in the official workpaper files.</p> <p>Disposition: Hold until the next appropriate audit or for 3 years, whichever comes first, and used in ^{incorporate in} the new workpapers or destroyed in agency ^{in agency}. Transfer to FRC is not authorized.</p> <p>c. Other copies of Audits.</p> <p>Disposition: Destroy when superseded or when no longer needed, whichever is sooner.</p>	NC1-362-83-3 Item 1	

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	<p>Justification for exception to GRS 25, Item 4.</p> <p>The agency believes these records have historical value. Official file copies of reports cover agency problems and trends, particularly at Peace Corps overseas posts. They were previously considered archival. See NCI-83-3-Item 1.</p>		