

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NC1-362-85-1	DATE RECEIVED 5-6-85
1 FROM (Agency or establishment) Peace Corps		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Administrative Services, Rm. P-314		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER John von Reyn, Records Officer	5 TELEPHONE EXT 254-60220	DATE 8/20/85	<i>John von Reyn</i>
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, 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 4/30/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>John M. von Reyn</i> John M. von Reyn	D TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<u>International Situations "Crisis" Case Files</u> Case files contain information on natural disasters, country close-outs, program expulsions and similar situations in foreign countries with Peace Corps posts. Arrangement: Alphabetically by country name Annual Volume: .25 cubic feet Volume accumulated to date: 3 cubic feet Disposition: 1) Official file. -- Retire to FRC in 5-year blocks (e.g., 1980-1984, 1985-1989, etc.) Permanent. Offer to Archives when 20 years old. <i>most recent records are</i> → when most recent records are 5 years old. 2) All other copies. -- Cut off at end of year of crisis. Hold 2 years and destroy.	NC174-189 item 75	<i>changes agreed to by R. Storm (NARA) & J.V.C. Reyn (Peace Corps), May 20, 1985.</i> <i>John von Reyn</i>
2.	<u>Volunteer/Trainee Death Case Files.</u> Files contain documentation relating to the death of Peace Corps Trainees and Volunteers. They include eye-witness accounts, autopsy reports, investigation reports, correspondence, transportation arrangements, personnel action, cable traffic, newspaper and magazine articles, copies of death certificate, photographs, insurance documents and all other pertinent documents.	NC1 362-76-4 item 1	

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
2. cont'd	<p>(Volunteer/Trainee Death Case Files)</p> <p>Arrangement: Alphabetical by name of Trainee or Volunteer</p> <p>Annual volume: .5 cubic feet</p> <p>Volume accumulated to date: 7.5 cubic feet</p> <p>Disposition:</p> <p>1) Hold file for 5 years after death. Microfiche. Destroy hard copy.</p> <p>2) Hold microfiche copy for 50 years and destroy.</p>		
3.	<p><u>Volunteer/Trainee Special Action Case Files.</u></p> <p>These files contain documentation covering such actions regarding Trainees and volunteers as early terminations, emergency leave, re-enrollment/reinstatement, marriages/births, home of records change requests, health/welfare/notifications.</p> <p>a. Early termination case files. --</p> <p>1) Official file copy. -- Cut off files at end of year of termination. Hold five years and destroy.</p> <p>2) All other and overseas copies. -- Cut off files one year after termination date and destroy.</p> <p>b. Emergency Leave Case Files. -- Cut off files at end of calendar year leave taken. Hold 2 years and destroy.</p> <p>c. Re-enrollment/Reinstatement Case Files.</p> <p>1) Official file copy. -- Cut off files at the ^{end} of year of termination. Hold 5 years and destroy.</p> <p>2) All other and overseas copies -- Cut off files one year after termination date and destroy.</p> <p>d. Volunteer Health/Welfare/Notification Files. -- Cut off files at end of calendar year. Hold one year and destroy.</p> <p>e. Home of Record Change Requests. -- Cut off files at end of calendar year. Hold 2 years and destroy.</p>	NC1-362-76-4 item 2	