Schedule Number: NC1-362-85-02

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 08/09/2022

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by DAA-0490-2016-0010-0001.

Item 4a was superseded by DAA-0490-2021-0004-0001.

Item 5a was superseded by DAA-0490-2021-0004-0002.
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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
John von Reyn

5. TELEPHONE EXT  
254-6020

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

7. DATE
9/19/85

8. SIGNATURE OF AGENCY REPRESENTATIVE
John M. von Reyn

9. TITLE
Records Officer

10. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Anniversary Celebration Records (New)</td>
</tr>
</tbody>
</table>

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:

NARA appraiser  
date  

Agency representative  
date

115-108

Copies to Agency, NRS  
NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)  
Prescribed by GSA  
FPMR (41 CFR) 101-11 4
### 2. Public Relations Subject Files (New)

Contains correspondence, reports, pamphlets, brochures documenting Peace Corps information/public relations activities.

Arrangement: Alphabetical by subject

Annual accumulation: 1 cu. ft.

Accumulated to date: 6 cu. ft.


### 3. Speeches

Speeches by the Director of the Agency and other Senior Staff.

Arrangement: Chronological by date

Annual accumulation 1 cubic foot.

Accumulated to date: 4 cubic feet

Disposition:


b. Destroy all other copies when no longer needed.

Justification for exception to GRS 14 Item 1(a):

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.
### Press Releases (GRS 14-1(b))

**Arrangement:** Chronological by date

**Annual accumulation:** 0.25 cu. ft.

**Accumulated to date:** 1.5 cu. ft.

**Disposition:**


b. Destroy all other copies when no longer needed or when 2 years old, whichever is sooner.

### Public Relations Publications

Publications consisting of Peace Corps Times, Peace Corps Articles of Interest, etc.

**Arrangement:** Alphabetical by title of publication.

**Annual accumulation:** 1 cu. ft.

**Accumulated to date:** 4 cu. ft.

**Disposition:**


b. Destroy all other copies when no longer needed.

### Public Relations Audiovisual Records (GRS 21)

Photographs, graphic arts, pictures, video recordings, sound recordings and related documentation.

**Annual accumulation:**

**Accumulated to date:**

**Disposition:** Dispose of in accordance with General Records Schedule 21, "Audiovisual Records."
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RECORD OF CONTACTS WITH NEWSPAPER, TELEVISION, RADIO REPORTERS REQUESTING INFORMATION ABOUT PEACE CORPS.</td>
</tr>
<tr>
<td></td>
<td>ARRANGEMENT:</td>
</tr>
<tr>
<td></td>
<td>ANNUAL ACCUMULATION: 0.5 CU. FT.</td>
</tr>
<tr>
<td></td>
<td>ACCUMULATED TO DATE: 1.5 CU. FT.</td>
</tr>
<tr>
<td></td>
<td>DISPOSITION: DESTROY WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>INTERNAL AUDITS CASE FILES</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>ARRANGEMENT: BY YEAR, THEN SEQUENTIALLY BY CASE NUMBER.</td>
</tr>
<tr>
<td></td>
<td>RECORD</td>
</tr>
<tr>
<td>a.</td>
<td>OFFICIAL FILE COPY.</td>
</tr>
<tr>
<td></td>
<td>ANNUAL ACCUMULATION: 0.5 CU. FT.</td>
</tr>
<tr>
<td></td>
<td>ACCUMULATED TO DATE: 5 CU. FT.</td>
</tr>
<tr>
<td></td>
<td>DISPOSITION: HOLD UNTIL 10 YEARS OLD AND THEN RETIRE TO FRC. PERMANENT. OFFER TO ARCHIVES WHEN 20 YEARS OLD.</td>
</tr>
<tr>
<td>b.</td>
<td>AUDIT WORKPAPERS, ROUGH DRAFT REPORTS AND OTHER SUBSTANTIATING PAPERS CONTAINED IN THE OFFICIAL WORKPAPER FILES.</td>
</tr>
<tr>
<td></td>
<td>DISPOSITION: HOLD UNTIL THE NEXT APPROPRIATE AUDIT OR FOR 3 YEARS, WHICHEVER COMES FIRST, AND THEN THE NEW WORKPAPERS OR DESTROY IN AGENCY. TRANSFER TO FRC IS NOT AUTHORIZED.</td>
</tr>
<tr>
<td>c.</td>
<td>OTHER COPIES OF AUDITS.</td>
</tr>
<tr>
<td></td>
<td>DISPOSITION: DESTROY WHEN SUPERSEDED OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.</td>
</tr>
<tr>
<td>ITEM NO</td>
<td>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Justification for exception to GRS 25, Item 4.</td>
</tr>
<tr>
<td></td>
<td>The agency believes these records have historical value.</td>
</tr>
<tr>
<td></td>
<td>Official file copies of reports cover agency problems</td>
</tr>
<tr>
<td></td>
<td>and trends, particularly at Peace Corps overseas posts.</td>
</tr>
<tr>
<td></td>
<td>They were previously considered archival. See NC1-83-3.</td>
</tr>
<tr>
<td></td>
<td>Item 1.</td>
</tr>
</tbody>
</table>

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) 101-114