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
   Office of the Associate Director for Management

3. MINOR SUBDIVISION
   Office of Administrative Services

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 1 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
   10/20/87

   C. SIGNATURE OF AGENCY REPRESENTATIVE
   John M. von Rey

   D. TITLE
   Chief, Paperwork and Records Management Branch

7. ITEM NO

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

   1. Volunteer Description of Service (DOS)
   The DOS is a one-to-two page document completed by each Volunteer prior to their completion of service and is maintained at Peace Corps Headquarters. It is used to verify the training and service of Peace Corps Volunteers and their Federal employment tenure benefits.
   VOLUME: 1 cubic foot per year (paper)
   SECURITY: Store in a locked room.
   ARRANGEMENT: Alphabetical by last name
   DISPOSITION: Hold for 1 year after the Volunteer's completion of service and microfiche.
   a. Paper copy. - Destroy after verification with microfiche.
   b. Microfiche copy. - Destroy 60 years after completion of service date.

9. GRS OR SUPERSEDED JOB CITATION
   none

10. ACTION TAKEN (NARS USE ONLY)

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4