Schedule Number: N1-490-02-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/31/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 2 is a closed series; all paper records have been transferred per ARCIS. See National Archives identifier 51087241 for electronic records.

Item 3 was superseded by N1-490-12-002, item 1.

Item 4 was superseded by N1-490-12-002, item 1.

Item 5 was superseded by N1-490-12-002, item 6.
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>N1-490-02-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO:</td>
<td>NATIONAL ARCHIVES &amp; RECORDS ADMINISTRATION</td>
</tr>
<tr>
<td></td>
<td>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001</td>
</tr>
<tr>
<td>FROM (Agency or establishment)</td>
<td>Peace Corps, Office of Administrative Services</td>
</tr>
<tr>
<td></td>
<td>1111 20th Street, NW Room 3401, Washington, DC 20526</td>
</tr>
<tr>
<td>MAJOR SUBDIVISION</td>
<td>Office of Administrative Services (M/AS)</td>
</tr>
<tr>
<td>MINOR SUBDIVISION</td>
<td>Overseas Posts</td>
</tr>
<tr>
<td>NAME OF PERSON WITH WHOM TO CONFER</td>
<td>Mary T. Saucier</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>202-692-1125</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>9/11/02</td>
</tr>
<tr>
<td>ARCHIVIST OF THE UNITED STATES</td>
<td>John W. Carl</td>
</tr>
</tbody>
</table>

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached [2] page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- [x] is not required
- [ ] is attached; or
- [ ] has been requested.

**DATE**

Sept 5, 2002

**SIGNATURE OF AGENCY REPRESENTATIVE**

Mary T. Saucier

**TITLE**

Records Management Officer

**ITEM NO.**

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

The Peace Corps schedule for Overseas Posts is attached.

STANDARD FORM 115 (REV. 3-91)

Prepared by NARA 36 CFR 1228

PREVIOUS EDITION NOT USABLE

115-109
RECORDS OF OVERSEAS POSTS

1. Briefing Books

Briefing Notes prepared by Headquarters and/or Post for high-level official’s visits.

DISPOSITION: Permanent. Cut off at end of FY or upon Post closing. Transfer to FRC through PC HQ. After 10 years, transfer to National Archives.

2. Country Welcome Books (Series closed as of 12/31/2016)

Materials prepared to provide volunteers and other staff background on the country’s culture, political climate, and other information.

DISPOSITION: Permanent. Cut off at end of FY or upon Post closing. Transfer to FRC through PC HQ. After 10 years, transfer to National Archives.

3. Country Graduation Files

Materials prepared supporting closedown activities in an overseas post.


DISPOSITION: Permanent. Cut off upon Post closing. Transfer to FRC through PC HQ. After 10 years, transfer to National Archives.

b. Country Graduation Background Files

DISPOSITION: Temporary. Cut off at end of FY or upon Post closing. Keep at PC HQ for 5 years then destroy.

4. Legacy Reports

Reports documenting the activities and accomplishment of an overseas post’s mission.

DISPOSITION: Permanent. Cut off at end of FY or upon Post closing. Transfer to FRC through PC HQ. After 10 years, transfer to National Archives.

SPECIAL FUNDS

Records maintained by overseas posts documenting management of funds.

5. Host Country Contributions

DISPOSITION: Temporary. Destroy after one year.
6. Partnership Program Funds

DISPOSITION: Temporary. Keep for three years after project is closed, then destroy. Do not send to FRC.

VOLUNTEER ALLOWANCES

Records maintained by overseas posts of volunteer allowances and management of allowances.

7. Volunteer Living allowance Surveys

Surveys conducted to determine appropriate regional living allowances for overseas volunteers.

DISPOSITION: Temporary. Cut off at end of FY, keep one year, and then destroy.

8. Volunteer Settling-in Allowance Surveys

Surveys conducted to determine appropriate regional settling-in allowances for overseas volunteers.

DISPOSITION: Temporary. Cut off at end of FY, keep one year, and then destroy.

9. Banking Agreements

Agreements with overseas banks regarding deposits of volunteer allowances and other payments.

DISPOSITION: Temporary. Cut off at end of FY, keep one year, then destroy.

10. Volunteer Readjustment Allowance Files

Correspondence with volunteers regarding withdrawals of funds for readjustment allowances.

DISPOSITION: Temporary. Cut off at end of FY, keep one year, then destroy.

ELECTRONIC RECORDS

11. Word processing or email copies of items 1 – 10.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

DISPOSITION: Temporary. Destroy at end of FY or when no longer needed for dissemination, revision, or updating.