

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-490-02-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/11/02</i>	
1. FROM (Agency or establishment) Peace Corps, Office of Administrative Services 1111 20 th Street, NW Room 3401, Washington, DC 20526		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Administrative Services (M/AS)			
3. MINOR SUBDIVISION Overseas Posts			
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Saucier	5. TELEPHONE NUMBER 202-692-1125	DATE <i>10-6-03</i> Sept 8, 2002	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. 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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE Sept 5, 2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary T. Saucier</i>		TITLE Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Peace Corps schedule for Overseas Posts is attached.		

*SL**copies sent to**NWMD, NWmw*

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.

PAPER = 1965 - 2007
ELECTRONIC = 2007 - 2016

5/25/2016

Darryl Byrd

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.

a. Country Graduation Books.

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.