

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-490-024</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 <sup>th</sup> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Inspector General (IG)			
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Saucier -	5. TELEPHONE NUMBER 202-692-1125	DATE <i>2-10-03</i> <del>Sept 5, 2002</del>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 GRS OR SUPERSEDED JOB CITATION	10.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 Inspector General is attached.		

**Peace Corps**  
**Inspector General's Office** **958**

958.1 Audit/Evaluation/Review Working Files

Files of internal audits of agency programs, operations, and procedures, and of external audits and of contractors and grantees. Consists of draft audit reports, correspondence, memoranda, and supporting working papers.

**DISPOSITION:** Cut-off at the end of fiscal year in which case is closed. Destroy 10 years after cut-off.

958.2 Final Audit/Evaluation/Review Reports (supersedes N1-490-95-6, item 1)

Inspector General reports generated as the result of audits, evaluations, or reviews. Each report examines the effectiveness of Peace Corps' management of in terms of Peace Corps' mission.

**DISPOSITION:** Cut-off at the end of fiscal year in which case is closed. Destroy 8 years after cut-off.

958.4 Investigative Case Files (supersedes N1-490-95-6, item 2)

Case files developed during investigations of known alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or finances by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

**DISPOSITION:**

- a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation: Destroy when 5 years old.
- b. All other investigative case files: Place in inactive file when case is closed. Cut-off inactive file at end of fiscal year. Destroy 10 years after cut-off.

958.7 Semi-Annual Reports to Congress (supersedes N1-490-95-6, item 3)

Inspector General reports to Congress which summarize activities of the office related to investigations, audits, and evaluations.

**DISPOSITION:** Permanent. Cut-off at the end of the fiscal year, hold for four years and retire to the WNRC. Transfer to the National Archives after 10 years.

958.9 Electronic Mail and Word Processing System Copies.

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:**

**a.** Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

**b.** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.