

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-490-03-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/03/03</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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) Research, Reference and Distribution Division (RRDD)			
3. MINOR SUBDIVISION Office of General Counsel (OGC or GC)			
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Saucier	5. TELEPHONE NUMBER 202-692-1125	DATE <i>6-19-03</i> <i>Jan 24, 2003</i>	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>3</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 Jan 24, 2003	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 GRS OR SUPERSEDED JOB CITATION	10.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 the Office of General Counsel is attached.		

SA Copies sent to Agency & NARA, NARA

(907.1 – 907.11) PROGRAM CASE FILES

907.1 Legislation Files (NC-174-189 item 172)

Documentation of pre-enactment actions on selected legislation, proposed legislation, and other Congressional proceedings that impact Peace Corps.

ARRANGEMENT: Chronological. Each file should be labeled with the name of the legislation/proceeding it covers and the year in which the last action documented in the file occurred.

DISPOSITION: Permanent. Retire to the FRC at the end of the calendar year 20 years from the date of the last action. Transfer to the National Archives when 30 years old.

907.3-1 Litigation and Adversarial Case Files (N1-490-95-8 item 1)

Case files relating to formal legal proceedings (meaning some issue has been brought to a court, administrative board, magistrate, or similar judicial or executive authority independent of the Peace Corps) of any type and in any venue, both domestic and overseas, that merit the attention of the Office of the General Counsel.

ARRANGEMENT: Alphabetically by plaintiff/complainant name, or other uniquely identifying case name, as appropriate. Each file should be labeled with the plaintiff/complainant's name or other uniquely identifying case name, the last year in which action documented in the file occurred and the country in which the case was heard, if other than the United States.

SECURITY: Privacy Act file. Store in marked, locked file cabinet.

DISPOSITION: Temporary. Retire to FRC 10 years after case closure. Destroy after 20 additional years.

NOTE: Peace Corps will notify the National Archives and arrange for the transfer of Litigation Case Files meeting one or more of the following selection criteria: Congressional committee interest; National news media attention; Major changes in agency policy and procedures; Significant international repercussions; Major interpretations of the Peace Corps Act or other legal authorities affecting Peace Corps operations.

907.3-2 Claims Files, 1985 to present (N1-490-95-8 item 2)

All records relating to monetary claims by and against the U.S. government which merited the attention of the Office of the General Counsel. Includes Volunteers' and staff members' claims for reimbursement of lost/damaged/stolen property, domestic and overseas tort claims, FECA claims, contract claims, etc.. (Note: If a claim results in any kind of formal adversarial legal proceeding outside of the Peace Corps, its file should be moved to file #907.3-1.)

ARRANGEMENT: Alphabetical by name of claimant (for claims against the U.S. government) or respondent (for claims by the U.S. government), or other uniquely identifying case name, as appropriate. Each file should be labeled with the complainant's name or other uniquely identifying case name, the last year in which

action documented in the file occurred and the country in which the claim arose, if other than the United States.

SECURITY: Privacy Act file. Store in marked, locked file cabinet.

DISPOSITION: Temporary. Destroy 10 years after case closure.

907.3-3 Legal Files, 1981 to present (N1-490-95-8 item 3)

Records relating to specific legal issues that merited the attention of the Office of the General Counsel, including FOIA and Privacy Act requests, Volunteer and staff disciplinary actions, and EEO complaints not resulting in formal adversarial legal proceedings outside of the Peace Corps.

ARRANGEMENTS: Alphabetical by name of individual most associated with the issue, i.e., FOIA requester, Volunteer, or staff member, or by other uniquely identifying case name, as appropriate. Each file should be labeled with the name of the individual most associated with the issue or other uniquely identifying case name or other, the last year in which action documented in the file occurred and the country in which the issue arose, if other than the United States.

SECURITY: Privacy Act file. Store in marked, locked file cabinet.

DISPOSITION: Temporary. Destroy 10 years after case closure.

907.3-4 Safety and Security Incident Files

Records relating to assaults against Volunteers and staff, deaths and disappearances of Volunteers and staff, and other safety and security-related incidents that merited the attention of the Office of General Counsel. (Note: If an incident results in any kind of formal adversarial legal proceeding outside of the Peace Corps, its file should be moved to file #907.3-1.)

ARRANGEMENT: Alphabetically by name of Volunteer or staff member, or other uniquely identifying case name, as appropriate. Each file should be labeled with the Volunteer or staff member's name or other uniquely identifying case name, the last year in which action documented in the file occurred and the country in which the incident occurred, if other than the United States.

SECURITY: Privacy Act file. Store in marked, locked file cabinet.

DISPOSITION: Not authorized.

907.5 Policy and Procedure Files (NC 174-189 item 171a)

Contains the Office of the General Counsel's files on Peace Corps' policies and procedures.

ARRANGEMENT: Subject, with each file divided into five-year blocks.

SECURITY: May contain classified information. Store in marked, lockbar cabinet with 3-position combination padlock or in approved 3 number combination safe.

DISPOSITION: Permanent. Transfer to the National Archives in 5-year blocks when newest record in block is 20 years old.

907.8 ~~Vehicle Accident Reports (GRS 10 item 5)~~

~~Records relating to motor vehicle accidents involving a Peace Corps staff member, Volunteer, or Peace Corps-owned or -leased vehicle. (Note: If an accident results in a claim for monetary damages, its file should be moved to file #907.3-2. If an~~

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accident results in any kind of formal adversarial legal proceedings outside of the Peace Corps, its file should be moved to file #907.3-1.)

ARRANGEMENT: Chronological within each country file.

SECURITY: Store in a locked file cabinet.

DISPOSITION: Temporary. Destroy after 6 years or when no longer used as reference material.

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907.9 Intelligence Determinations

Documentation of individual determinations regarding eligibility for Volunteer service or Peace Corps employment under Peace Corps intelligence policy. (Note: If an intelligence determination results in any kind of formal adversarial legal proceedings outside of the Peace Corps, its file should be moved to file #907.3-1.)

ARRANGEMENT: Alphabetically by name, or other uniquely identifying case name, as appropriate.

SECURITY: Privacy Act File. May contain classified information. Store in marked, lockbar cabinet with 3-position combination padlock or in approved 3 number combination safe.

DISPOSITION: Temporary. Destroy when 15 years old.

907.10 Regulatory Files

Documentation of pre-enactment actions on selected regulatory actions that impact Peace Corps.

ARRANGEMENT: Chronological. Each file should be labeled with the name of the regulatory action it covers and the year in which the last action documented in the file occurred.

DISPOSITION: Permanent. Retire to the FRC at the end of the calendar year 20 years from the date of the last action. Transfer to the National Archives when 30 years old.

907.11 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 record-keeping copy of the records covered by the other items in this schedule. This includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the record-keeping 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 record-keeping copy.

DISPOSITION: Destroy/delete within 180 days after the record-keeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy.

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