REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
   Peace Corps

2. MAJOR SUBDIVISION
   Office of the Chief Financial Officer (CFO)

3. MINOR SUBDIVISION
   Office of Volunteer and PSC Financial Services (VPS)

4. NAME OF PERSON WITH WHOM TO CONFER
   Valery Garrett, PhD

5. TELEPHONE NUMBER
   (202) 692-1096

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 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,

   ☒ is not required  ☐ is attached; or  ☐ has been requested.

   DATE 1/24/2011
   SIGNATURE OF AGENCY REPRESENTATIVE Valery Garrett
   TITLE Records Management Officer

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   Volunteer Description of Service (DOS)
   (See attached)

   N1-362-88-2, item 1

INACTIVE - ALL ITEMS SUPERSEDED

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1225
Volunteer Description of Service (DOS) [supersedes N1-362-88-2, item 1]

Volunteers are required to write a 1-3 page Description of Service stating where they were located, describing their type and length of training and service, and their work projects. The DOS is completed prior to the Peace Corps volunteer's completion of service, signed by the Country Director, and forwarded to the Office of the Chief Financial Officer at headquarters. These documents are the most complete record of all volunteers and their activities from the inception of the Peace Corps in 1961.

1. **Electronic (scanned or other digitized version)**

   Permanent. Upon approval of this schedule, transfer records from 1961-2001 to the National Archives and Records Administration (NARA). Thereafter, cut off at the end of the calendar year (to include only Volunteer Descriptions of Service completed in the calendar year). Transfer to the National Archives 10 years after cutoff in a medium and format acceptable to NARA in accordance with standards set forth in Federal Regulations.

   Superseded by job/item number: DAA - 0490 - 2018 - ODD4 - 0DD1

   Date (MM/DD/YYYY): 9/18/19

   Superseded by job/item number:


   Temporary. Destroy after electronic version has been verified for accuracy and legibility.

   Superseded by job/item number: DAA - 0490 - 2018 - ODD4 - 0DD1

   Date (MM/DD/YYYY): 9/18/19

   Superseded by job/item number:

3. **Paper copy (1986 and later)**

   Temporary. Destroy after electronic version has been verified for accuracy and legibility.

   Superseded by job/item number: DAA - 0490 - 2018 - ODD4 - 0DD1

   Date (MM/DD/YYYY): 9/18/19

   Superseded by job/item number: