

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-490-11-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1/31/11</i>	
1 FROM (Agency or establishment) Peace Corps		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 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	DATE <i>9 Oct 2011</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>  1  </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 1/24/2011	SIGNATURE OF AGENCY REPRESENTATIVE <i>Valery Garrett</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Volunteer Description of Service (DOS)  (See attachd)	N1-362-88-2, item 1	

**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.

2 **Microfiche copy** (1961 – 1985)

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

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

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