

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

Peace Corps

2 Major Subdivision

Office of Management

3 Minor Subdivision

Administrative Services

4 Name of Person with whom to confer

Valery Garrett

5 Telephone (include area code)

202-692-1096

Job Number

N1-490-12-1

Date Received

11/10/2011

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

19 Apr 2012

Archivist of the United States

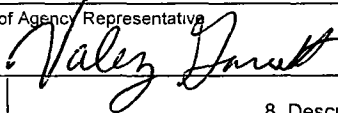


6 Agency Certification

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 1 page(s) are not now needed for the business of 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 has been requested

Signature of Agency Representative



Title

Date (mm/dd/yyyy)

11/08/11

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	Controlled Substance Orders (DEA 222)	none	
2	Controlled Substance Transaction Files	none	

1. **Controlled Substance Orders (DEA 222) (new)**

The Drug Enforcement Administration's DEA 222 (Controlled Substance Order Form – Schedules I and II) is required by the DEA for the purchase and distribution to Peace Corps Volunteers of Schedule I and II controlled substances

DISPOSITION: Temporary Cut off at the end of the calendar year Destroy 2 years after cutoff

2. **Controlled Substance Transaction Files (new)**

Transaction files for controlled substances include PC 734F (PLS Purchase Request), shipping document/packing list from the vendor, OF 347 (Order for Supplies or Services) or SF 1449 (Solicitation/Contract/Order for Commercial Items), shipping receipt (Diplomatic Pouch registration slip/DHL receipt/APO slip), PC 891 (PLS Order Confirmation) sent from HQ to Post, and PC 734A (Receipt Confirmation for Controlled Substances) sent from Post to HQ

DISPOSITION: Temporary Cut off at the end of the calendar year Destroy 2 years after cutoff