**Request for Records Disposition Authority**

(See Instructions on reverse)

<table>
<thead>
<tr>
<th>To</th>
<th>National Archives and Records Administration (NIR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Washington, DC 20408</td>
</tr>
</tbody>
</table>

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 | 5 Telephone (include area code)

Valery Garrett | 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 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.

7 Item Number | 8 Description of Item and Proposed Disposition

| 1 | Controlled Substance Orders (DEA 222) |
| 2 | Controlled Substance Transaction Files |

9 GRS or Superseded Job Citation

| none |

10 Action taken

| none |

Leave Blank (NARA Use Only)

Job Number | Date Received

| 490-12-1 | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Archivist of the United States

[Signature]

Valery Garrett

Name of Person with whom to confer

202-692-1096

Telephone (include area code)

---

115-109 NSN 7540-00-634-4064

Previous Edition Not Usable

Page 1 of 2

Standard Form 115 (Rev 3/91)

Prescribed by NARA 36 CFR 1228
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