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
   Region

3. MINOR SUBDIVISION
   Overseas Posts - Programming and Training

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 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
5/11/2012

SIGNATURE OF AGENCY REPRESENTATIVE
Valery Garrett, PhD

TITLE
Records Management Officer

Peace Corps Volunteers currently serve in 76 countries in Africa, Asia, the Caribbean, Central and South America, Europe, and the Middle East. Collaborating with local community members, Volunteers work in areas like education, youth outreach and community development, the environment, and information technology.

The Programming and Training Office is responsible for providing Volunteers with the necessary knowledge and skills to carry them through their 27 months of service. Volunteers achieve core and sector competencies, including language proficiency standards, allowing them to commit to improve the quality of life of the people in the communities where they live and work.
Post-Produced Training Materials (New)

Training materials created at posts. These materials are not limited to, but include materials used in Pre-Service Training (PST), Mid-Service Training (MST), In-Service Training (IST), and Close of Service Training (COS).

Temporary. Cut off when materials are no longer used. Destroy two years after cutoff.