

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-490-91-1

DATE RECEIVED

3-8-91

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Peace Corps of the United States

2. MAJOR SUBDIVISION

Office of Training and Program Support

3. MINOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

*Ron Kendall*  
Ron Kendall

5. TELEPHONE EXT.

(202) 606-3420

DATE

12/12/91

ARCHIVIST OF THE UNITED STATES

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 3/6/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D. TITLE Acting Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>UNITED NATIONS VOLUNTEER (UNV) PROGRAM</p> <p><u>General Subject File</u></p> <p>Pertains to the functional responsibility of the UNV program. Includes cables, administrative records pertaining to UNV meetings and conferences, reference material, forms, et cetera.</p> <p>Disposition: <b>DESTROY</b> when 2 years old or when no longer needed for reference, <b>WHICHEVER IS SOONER.</b></p>		
2	<p><u>International Secretariat for Volunteer Service (ISVS), and National Voluntary Service Program Case Files</u> (supersedes NC-174-189-item 80a)</p> <p>Program case files pertaining to the implementation of United Nations' sponsored volunteer projects to which Peace Corps provides potential volunteers. Contain program and liaison material describing United Nations' ISVS projects, the agreement by which Peace Corps provides assistance, and general correspondence relating to a country or project.</p>		

*Copies sent to agency, NCF, NNT 12/13/91*

Disposition: Cutoff at end of fiscal year.  
RETIRE to Washington National Records Center when  
2 years old. DESTROY when 7 years old.

3 Applicant File

Case files pertaining to UNV applicants. Includes UNVs not sponsored (i.e. new interest), sponsored (by Peace Corps for UNV program), in service (placed in field), identified (for a field placement but not yet in service), returned (tour of duty finished), and inactive (those who did not enter service).

Disposition: DESTROY when 5 years old.

4 UNV Personnel Case File (supersedes NC-174-189 item 81a)

Pertains to volunteers accepted into the UNV program who were processed by the Peace Corps. Includes records concerning pre-selection, basic training, and travel arrangements to and from country of assignment. The United Nations maintains the official UNV personnel file.

Disposition: Cutoff at completion of volunteer's assignment. RETIRE to Washington National Records Center 2 years after cutoff. DESTROY when 7 years old.

5 International Secretariat for Voluntary Services (ISVS) and UNV History Files

Reports and papers presented at annual conferences of the United Nations' ISVS and its successor, the UNV program. Documents the formation and growth of ISVS from its inception in the early 1960s until it was replaced by UNV in the early 1970s. Also covers the formation and development of the UNV program.

Arranged chronologically by conference. Approximately 2 cubic feet, 1962-1980. Minimal or no accretion to be expected.

Disposition: PERMANENT. TRANSFER immediately to the National Archives.

6 Refugee Records

Pertains to the emigration of the "boat people" of Indo-China and other refugees from the area after the close of the Vietnam conflict.

Documents the work Peace Corps was asked to perform in U.S. efforts to alleviate the situation. Peace Corps' efforts were channeled through the United Nations' High Commission for Refugees (UNHCR).

Loosely arranged by topic. Approximately 3 cubic feet circa 1979-early 1980s.

Disposition: PERMANENT. **TRANSFER** immediately to the National Archives.

#### WORLD WISE SCHOOLS (WWS) PROGRAM

##### 7 World Wise School General Subject File

Central file pertaining to the operation of the World Wise School program. Includes correspondence, reference material, et cetera.

- a. Records which document the policy decisions and program of WWS.

Disposition: PERMANENT. **RETIRE** to the Washington National Records Center when 5 years old. **TRANSFER** to the National Archives when 10 years old.

- b. All other material in file.

Disposition: **DESTROY** when 2 years old, or when no longer needed for reference, whichever is later.

##### 8 School/Volunteer File

Pertains to the linking of a school with a Peace Corps volunteer. Contains the form which documents the match of a volunteer to a school.

Disposition: Cutoff annually. **RETIRE** to Washington National Records Center in 5 year blocks when the oldest record is 10 years old. **DESTROY** when 20 years old.

#### SMALL PROJECTS ASSISTANCE (SPA) PROGRAM

##### 9 SPA Project Grant Files

Case files pertaining to the awarding of small

projects assistance grants. The grants are summarized in each SPA annual report.  
Disposition: Cutoff upon completion of project. **RETIRE** to Washington National Records Center 2 years after cutoff. **DESTROY** when 7 years old.

10 SPA Technical Assistance Files

Pertains to SPA technical assistance provided to successful applicants. These activities are summarized in the SPA annual reports.

Disposition: Cutoff annually. **RETIRE** to the Washington National Records Center 2 years after cutoff. **DESTROY** when 7 years old.

11 SPA Inter-Agency Agreement Files

Peace Corps/A.I.D. country agreements and related records which document the roles Peace Corps and A.I.D. will play within countries in which both agencies have a presence. These agreements are generally administrative in nature and the A.I.D. copies of the agreements are scheduled permanent in A.I.D. schedules.

Disposition: Cutoff annually. **RETIRE** to Washington National Records Center 5 years after cutoff. **DESTROY** when 15 years old.

12 SPA Country File

Cable chronological file containing all communications between SPA program office in Washington and the field.

Disposition: Retain in agency space. **DESTROY** records which are 10 years old or when no longer needed by agency, whichever is later.

**SMALL BUSINESS DEVELOPMENT (SBD) PROGRAM**

13 SBD Program Correspondence Files

Includes general correspondence (e.g. letters, cables, reports) pertaining to SBD functional responsibilities, excluding program case files related to specific activities or transactions.

Disposition: Cutoff at end of fiscal year. **DESTROY** when 3 years old.

14 Consultant Files

Resumes, SF 171s, and related correspondence pertaining to potential consultants who may be contracted by SBD to consult with groups interested in utilizing SBD grant money.

Disposition: **DESTROY** when no longer needed.

15 Trip Reports

Correspondence and related materials pertaining to visits made to project sites to evaluate SBD grant projects. Initially contains training designs, program evaluations, and related material. The training designs and evaluations are then filed as a separate series as noted below.

Disposition: Cutoff annually and **DESTROY** when 1 year old.

16 Training and Evaluation Records

Contains training designs and program evaluation reports culled from the Trip Reports noted above pertaining to SBD grant projects. Training designs document training programs created to instruct nationals to develop and operate small businesses. Evaluation reports document the efficacy of the small businesses supported by the grant funds. Copies of evaluation reports of successful projects and particularly effective training designs are maintained to provide to interested groups or individuals.

Disposition: **PERMANENT**. Cutoff every 5 years. **RETIRE** to Washington National Records Center in 5 year blocks when oldest record is 10 years old. **TRANSFER** to National Archives when 15 years old.

OFFICE OF TRAINING AND PROGRAM SUPPORT/  
DIVISION OF STAGING

17 Staging Program Correspondence File

General Correspondence (e.g. letters, cables, reports) pertaining to the functional responsibility of the Staging Division excluding program case files and office administrative files.

Disposition: Cutoff at close of fiscal year. Hold 3 years and **RETIRE** to the Washington National Records Center. **DESTROY** when 10 years old.

18 Staging Events Record

Files pertaining to individual staging events which document the orientation and staging of trainees. Includes invitations, reporting instructions, roster of participants, placement records, record of travel arrangements, payment of overseas departure allowance for trainees and payments for travel allowances.

Disposition: Cutoff annually. **RETIRE** to Washington National Records Center when 2 years old. **DESTROY** when 8 years old.

19 Staging Project File

Administrative record of each staging event such as records pertaining to costs, accommodations, facilities, et cetera.

Disposition: Cutoff annually. Hold 2 years and **DESTROY**.

20 Staging Training Material

Prospective volunteer training material including training outlines and syllabi. Maintain a record set of all Staging training material produced internally and externally.

Disposition: **PERMANENT**. **TRANSFER** to National Archives in 5 year blocks when the oldest material is 10 years old.