



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only) JOB NUMBER N1-490-92-4	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 09-28-92	
1. FROM (Agency or establishment) Peace Corps of the United States		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Associate Director for Management		DATE 9/15/93	
3. MINOR SUBDIVISION Planning and Policy Analysis		ARCHIVIST OF THE UNITED STATES 	
4. NAME OF PERSON WITH WHOM TO CONFER Tom Peirce, Records Officer	5. TELEPHONE 202-606-3420		

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; or
 has been requested.

DATE 12/28	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Planning and Policy Analysis (M/PPA)</p> <p><u>Official Policy Records.</u></p> <p>a. <u>Policy Development Files.</u></p> <p>Files pertaining to the development of any policies covered in the Peace Corps Manual, including Manual Section drafts with original comments added by policymakers, revisions, memoranda originating from M/PPA dealing with policy development, original background research on policy issues, and other work papers.</p> <p><u>Disposition:</u> Cut off file when final policy is implemented. File will be held by M/PPA for three years and then retired to Washington National Records Center. Destroy 15 years after cutoff.</p> <p>b. <u>Policy Manual.</u></p> <p>Official publication of agency policy.</p> <p>(1) <u>Record Copy.</u></p>		

Disposition: Permanent. Transfer immediately to the National Archives. Thereafter transfer a copy of all updates and new sections at the end of the year in which they were published.

(2) All other copies.

Disposition: Destroy when no longer needed for agency use.