REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

   PEACE CORPS

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

   Tom Peirce

5. TELEPHONE

   202/606-3261

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; [ ] is attached; or [ ] has been requested.

DATE 11/8/93

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   Records of the Office of Volunteer Recruitment and Selection -- See Attached

   Records of the Office of Returned Volunteer Services -- See Attached

   Records of the Peace Corps Partnership Program, Office of Private Sector Relations -- See Attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

All changes to this proposed schedule have been approved by:

[Signature] 3/6/94

NARA appraiser date

[Signature] date

Agency representative
Records of the Peace Corps Partnership Program, Office of Private Sector Relations

1. **Donor Files.**

   Routine Correspondence concerning collection of pledge amounts, etc. of all donors. **Disposition:** Cut off files at the end of each fiscal year. Destroy when five years old.

2. **Project Files.**

   a. **Accepted Project Files**

   Contains documentation pertaining to projects including project proposal, donor information, letters to and from donors, cables, "Authorization of Funding" memos, cross-cultural exchange material, quarterly and final reports, letters from host country participants. **Arrangement:** Filed by region, thereunder by Department of State country code, and thereunder by a sequential number. **Volume:** Current volume 12 cubic feet. Estimated annual accumulation 3 cubic feet. **Disposition:** Permanent. Hold for three years after file is closed and then retire to WNRC. Transfer to the National Archives when six years old.

   b. **Rejected Project Files**

   Contains documentation pertaining to proposed, unfunded projects. The files include project proposals and PCPP denials for funding. **Disposition:** Hold for two years, retire to WNRC. Destroy when five years old.

Records of the Office of Returned Volunteer Services

3. **Information Release Cards.**

   Cards signed by Peace Corps Volunteers authorizing the release of their names to people and organizations interested in talking with them. **Disposition:** Break files and retire to WNRC annually. Destroy when 50 years old.
Records of the Peace Corps Partnership Program, Office of Private Sector Relations

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