

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

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

3. NUMBER

N1-490-94-4

DATE RECEIVED

10-04-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

7-1-94

*Peterson*  
ARCHIVIST OF THE UNITED STATES

*Audrey Hashkamp Peterson*

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 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, 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

*Tom Peirce*

TITLE

*Records Officer*

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

~~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

*Copies sent to NNT, NCF, NIA and Agency 7/7/94*

**All changes to this proposed schedule have been approved by:**

*Lynna Reid*  
NARA appraiser

*3/24/94*  
date

*See attached*  
Agency representative

date

## **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.