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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>  |   | <b>LEAVE BLANK (NARA use only)</b>  |   |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408  |   | JOB NUMBER<br><i>N1.490.95.1</i>  | DATE RECEIVED<br><i>12.1.94</i>                       |
| 1. FROM (Agency or establishment)<br><i>Peace Corps</i>   |   | NOTIFICATION TO AGENCY  |   |
| 2. MAJOR SUBDIVISION<br><i>Office of Private Sector</i>   |   | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| 3. MINOR SUBDIVISION  |   |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><i>Tom Peirce</i>  | 5. TELEPHONE<br><i>(202) 272-7210</i>   | DATE<br><i>5-1-95</i>   | ARCHIVIST OF THE UNITED STATES<br><i>Cathy H. ...</i> |
| <b>6. AGENCY CERTIFICATION</b><br>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,<br><input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |   |   |   |
| DATE<br><i>11/29/94</i>   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Tom Peirce</i>                                 | TITLE<br><i>Records Officer</i>   |   |
| 7.<br>ITEM<br>NO.   | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR<br>SUPERSEDED<br>JOB CITATION   | 10. ACTION<br>TAKEN (NARA<br>USE ONLY)                |
|   | <i>Peace Corps Partnership Program Project and Donor Tracking System, per attached.</i> |   |   |

*Copies sent to agency, NNT, NSX, NIA 5/5/95*

*Office of Private Sector*

**1. Peace Corps Partnership Program Project and Donor Tracking System, 1990-Present.**

This system is maintained by the Office of Information Resources Management but used by the Peace Corps Partnership Program, Office of Private Sector. The system tracks donors, projects and the funding life cycle of the project. The system contains data on the donor, e.g., the type of donor. It further tracks donations as they apply to individual projects and provides project information.

**1a. Partnership Program Project and Donor Tracking System files.**

**1a(1). Project tables for PROJECT; PRJ\_COORD; DONOR; DONOR\_HISTORY; APCODE; and LAST\_DONOR.**

**DISPOSITION:** *Permanent.* Transfer immediately all data entered prior to FY 1995. Thereafter, transfer all new data at the end of the Fiscal Year.

**1a(2). All other system components.**

**DISPOSITION:** *Temporary.* Destroy when no longer needed.

**1b. Output.**

**1b(1). Project reports.**

**DISPOSITION:** *Temporary.* Destroy when seven years old or when no longer needed, whichever comes first.

**1b(2). Donor reports.**

**DISPOSITION:** *Temporary.* Destroy when seven years or when no longer needed, whichever comes first.

~~**1b(3). Mail Addressee Labels.**~~

~~**DISPOSITION:** *Temporary.* Destroy after appropriate revision of mailing list or after three months, whichever is sooner. (GRS 13, Item 4a.)~~

**1c. Systems documentation.** Codebooks, user manuals, etc.

**DISPOSITION:** *Permanent.* Transfer at the same time all data inputted prior to FY 1995 is transferred. Thereafter, transfer any new documentation at the end of the FY in which it was created.