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  
Office of Private Sector

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Tom Peirce

5. TELEPHONE  
(202) 272-7210

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  
11/29/94

SIGNATURE OF AGENCY REPRESENTATIVE  
[Signature]

TITLE  
Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
Peace Corps Partnership Program Project and Donor Tracking System, per attached.
Office of Private Sector


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.