**REQUEST FOR RECORDS DISPOSITION AUTHORITY**
*(See Instructions on reverse)*

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
   Peace Corps

2. MAJOR SUBDIVISION  
   Office of Training and Program Support

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.

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

** coração a**

**DATE**

**SIGNATURE OF AGENCY REPRESENTATIVE**

**TITLE**

**ITEM NO.**

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

Program and Training Systems Database (PATS),  
per attached.
Office of Training and Program Support


This Peace Corps system supports the Office of Training and Program Support. PATS tracks data projects and assignments; requests by countries to fill volunteer assignments; and the tracking of certain training group activities. The system contains project attributes (project title, country, sector, current status, and the assignment titles associated with a project); requests by countries to fill assignments including the number, type of skill or background necessary, and date needed; and administrative information regarding duration, type, and location of training events and related dates.

1(a). Program and Training Systems files.

1(a)(1). Project tables for PRG_PROJECT; PRG_ASSIGNMENT; PRG_MILESTONES; MILESTONES; PRG_PROJECT_TYPES_A; and PRG_PROJECTTYPES.

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

1(a)(2). All other systems components.

DISPOSITION: Temporary. Destroy three years after the end of the FY for which data applies.

1(b). Output.

1(b)(1). Quarterly reports. Reports are for individual countries.

DISPOSITION: Temporary. Destroy three years after the end of the FY for which data applies.

1(b)(2). Class summary sheets. (These are automatically produced each time there is a class change, e.g., new enrollee, change in course dates, etc.)

DISPOSITION: Temporary. Destroy one year after the end of the FY for which data applies or when no longer needed, whichever comes first.
1(b) (3). All other output.

DISPOSITION: Temporary. Destroy when no longer needed.

1(c). Systems Documentation. Users handbooks, codebooks, 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 is created.