

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-490-95-6	DATE RECEIVED 1-23-1995
1. FROM (Agency or establishment) PEACE CORPS		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Inspector General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Brian Sutherland	5. TELEPHONE (202)606-3261	DATE 4-7-97	ARCHIVIST OF THE UNITED STATES <i>John W. Clark</i>

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 1 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 01/03/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer PC/M/AS/RRD
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Office of the Inspector General SEE ATTACHED		

APR 25 1997 *mor* Copy to Agency  
*KWDB*

**N1-490-95-06**  
**Office of the Inspector General (OIG) Records**

**1. Country Reports**

Inspector General reports generated as the result of on-going country evaluations. Each report examines the effectiveness of Peace Corps' management of operations in a particular country in terms of Peace Corps' mission, as defined in the Peace Corps Act.

Arrangement: *Chronological*.

**a. Final Reports**

(1) Record Copy: **DISPOSITION: *Permanent***. Separate from working papers, cut-off at the end of the fiscal year in which issued. Retire to WNRC in five year blocks with the oldest report being five years old. Transfer to NARA when most recent report is 20 years old.

(2) All other copies: **DISPOSITION: *Temporary***. Destroy when no longer needed or when eight years old, whichever comes first.

**b. Work Papers**

**DISPOSITION: *Temporary***. Destroy eight years after the end of fiscal year in which the evaluation was completed.

**2. Investigative Case Files**

Files resulting from an OIG investigation of alleged fraud and abuse and irregularities and violations of laws and regulations.

Arrangement: *Chronological*.

**a.** Case files meeting one or more of the following selection criteria: (1) the subject of the file is the Agency Director, Deputy Director, Associate Director for International Operations, Associate Director for Management, Associate Director for Volunteer Recruitment and Selection, Associate Director for Volunteer Support, a Regional Director, a Country Director, or the equivalent of any of these positions; (2) the case results in substantive changes in agency policies and procedures; or, (3) the case attracted US national media attention or resulted in a Congressional inquiry.

**DISPOSITION: *Permanent***. Cut off at end of fiscal year in which case is closed and retain in OIG custody. Transfer to NARA 25 years after cut off.

**b.** Case files containing information or allegations which did not warrant a specific investigation.

**DISPOSITION: *Temporary***. Destroy when five years old.

**c.** All other case files.

**DISPOSITION: *Temporary***. Destroy ten years after end of fiscal year in which case was closed.

**3. Semi-Annual Reports**

OIG reports to Congress which summarize activities of the office related to investigations, audits, and evaluations.

Arrangement: Chronologically.

**DISPOSITION: *Permanent***. Cut-off at the end of the fiscal year in which published. Hold for ten years and then retire to WNRC in five year blocks when the most recent record is ten years old. Transfer to NARA in five year blocks when most recent report is 20 years old.