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
   M/AS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Jeannette Kemerer

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,

X is not required; □ is attached; or □ has been requested.

DATE 6/1/95

SIGNATURE OF AGENCY REPRESENTATIVE
Felice Pelosi

TITLE
Director
Reference, Research and Distribution

7. ITEM NO.
   1

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   see attached

9. GRS OR SUPERSEDED JOB CITATION
   NSN 7540-00-634-4064
   PREVIOUS EDITION NOT USABLE

10. ACTION TAKEN (NARA USE ONLY)

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
Item 1. Volunteer Recruitment and Selection Trainee Request Handbook

a. Record Copy
The Trainee Request Handbook issued by the Volunteer Recruitment and Selection, Office of Placement, provides an analysis of the programming and supply trends affecting each of the assignment areas for which Peace Corps programs and recruits. The Handbook is issued once a year in the fall.

**DISPOSITION:** TEMPORARY  Hold in Office of Placement. Cut off upon issue of new handbook. Retain until no longer needed or for a maximum of five years after issue date.

b. All Other Copies
Copies of the Trainee Request Handbook issued by the Volunteer Recruitment and Selection, Office of Placement, sent to other headquarters offices and regional Peace Corps offices.

**DISPOSITION:** TEMPORARY  Destroy when superseded.