

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 Placement

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Jeannette Kemerer

5. TELEPHONE
 202-606-3261

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-490-95-12

DATE RECEIVED
 6-6-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 1-6-97

ARCHIVIST OF THE UNITED STATES
John W. Paul

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
 6/1/95

SIGNATURE OF AGENCY REPRESENTATIVE
Felice Pelosi
 Felice Pelosi

TITLE
 Director
 Reference, Research and Distribution

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1 | See Attached | | |

Attachment to SF-115
NARA Job No. N1-490-95-12

Peace Corps

- 1. **Daily Activities Schedules of High Level Officials:** These records consist of calendars, appointment books, schedules, and other records that substantively document information about the meetings, appointments, telephone calls, trips, visits, and other activities of the Peace Corps Director, Deputy Director, and heads of directorates and offices reporting to the Director while serving in an official capacity, excluding materials determined to be personal. Possible formats include appointment books, index cards, and hard copy of electronic form. Arranged chronologically by end date of service, thereunder alphabetically by name of official.

Dates: 1989 to present
Volume: 2 cubic feet
Approximate annual rate: 4 inches

Disposition: Permanent: Cut off at end of official's term of service. Retain at Peace Corps for 3 years after cutoff, then transfer to the National Archives. Records not containing any substantive information may be destroyed during processing without further to Peace Corps.

notification

*Approved by
Brian Sutherland
9/25/96
via telephone*