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 5. TELEPHONE
   Jeannette Kemerer 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.

   DATE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE
   6/1/95    Felice Pelosi

   Title
   Reference, Research and Distribution

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   1    See Attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-490-95-12

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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

ARCHIVIST OF THE UNITED STATES
1-6-99

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

NSN 7540-00-334-4064
PREVIOUS EDITION NOT USABLE

JAN 16 1997

Copy to Agency

NARA
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, thereafter 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 notification.

*Approval by*
Brian Southard
9/25/96
via telephone