### REQUEST FOR RECORDS DISPOSITION AUTHORITY

**To:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. **FROM (Agency or establishment):** PEACE CORPS
2. **MAJOR SUBDIVISION:** Office of Volunteer Support
3. **MINOR SUBDIVISION:** Medical Services/Post Service Division
4. **NAME OF PERSON WITH WHOM TO CONFER:** Anne Casey, Post Service Manager
5. **TELEPHONE:** (202) 606-3976

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**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,

- If is not required;  
- is attached; or  
- has been requested.

**DATE:** 01/16/97  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Brian Sutherland, Records Officer Management Analyst PC/M/AS/RRD

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**7. ITEM NO.**

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

1. Peace Corps Office of Workers Compensation Programs  
   Claims Files  
   These are medical case history files consisting of occupational injuries and illnesses and medical reports on Peace Corps staff employees and Volunteers who have claimed job related injuries or illness. These files are arranged alphabetically by name. The records are maintained in order to provide data required by the Department of Labor, Office of Workers Compensation Programs.

   **Location:** Maintained by the Office of Medical Services, VS/OMS, Records Room
   **Disposition:** TEMPORARY. Cutoff when case closed; retire files to WNRC two years after cutoff. WNRC will destroy 15 years after cutoff.

   **NB:** These records are protected by the terms of the Privacy Act (5 U.S.C. 552a (k)(5)) and the Freedom of Information Act (5 USC 552 (b)(6))

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**9. GRS OR SUPERSEDED JOB CITATION:** NC1 490-77-3 item 4

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**STANDARD FORM 115 (REV. 3-91)**

PREVIOUS EDITION NOT USABLE