

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-490-97-2*
 DATE RECEIVED *3-5-97*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *6-18-97* ARCHIVIST OF THE UNITED STATES
John W. Carl

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

1. FROM (Agency or establishment)
 PEACE CORPS

2. MAJOR SUBDIVISION
 Volunteer Support

3. MINOR SUBDIVISION
 Medical Services

4. NAME OF PERSON WITH WHOM TO CONFER
 Brian Sutherland
 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,

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

DATE *02/28/97* SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]* TITLE
 Brian Sutherland
 RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Health Surveillance Records (please see attached description)		

JUN 26 1997 Mdr Copy to: Agency, NWRW, NWDB

Volunteer Support/Office of Medical Services

HEALTH SURVEILLANCE RECORDS

1. Peace Corps Medical Officer (PCMO) Reports to Staff Epidemiologist

On-going, PCMO-generated reports to Peace Corps Washington related to health and safety of Peace Corps Trainees and Volunteers; records used to complete annual Volunteer health report. Reports comprised of epidemiologic surveillance system, assaults notification surveillance system, in-country hospitalization surveillance system, and country-sponsored medical evacuations; files include cables, facsimile transmittals, and memos.

SECURITY: *Store in locked file cabinet or locked room*

ARRANGEMENT: *Alphabetical by country and then Chronological.*

ACCUMULATION: *5 cubic feet annually.*

DISPOSITION:

- a. Record Copy: Temporary. Cutoff at the end of the calendar year and retire to WNRC. Destroy 5 years after cutoff.
- b. All other copies: Temporary. Destroy when no longer needed or when one year old, whichever comes first.