REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

   ACTION
   Administration & Finance
   Administrative Services Division

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Joe Manno or Marilyn Taylor

5. TEL. EXT. 254-8103

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

   I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

   A The records have ceased to have sufficient value to warrant further retention.
   B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

   6/9/75  John F. Nolan
   (Date) (Signature of Agency Representative)

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (WITH INCLUSIVE DATES OR RETENTION PERIODS)

   1. Overseas Peace Corps Office Payment Records with Backup Vouchers

      These records are filed by country and document the fiscal operations of Peace Corps offices. They contain a copy of the obligation document, backup receipts, vouchers and collections along with the paying document.

      a. ACTION/W has the fully documented paying copy. These are GAO audit files. A&F/A will hold 6 months and retire to FRC. **Destroy in accordance with GAO instructions.**

      b. A&F/Fiscal Services Branch will cut-off the paying copy of the files of Jamaica, Belize and Barbados at the end of the fiscal year, hold 3 years and retire to FRC. **FRC will destroy in accordance with GAO instructions.**

      c. Overseas offices have copies of financial documents which will be destroyed 3 years after end of fiscal year.

   [Change authorized by M. Taylor 6/20/75 CSR]
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   ACTION
   Administration & Finance

3. MINOR SUBDIVISION
   Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
   Joe Manno or Marilyn Taylor

5. TEL. EXT. 254-2545

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of ___ pages are proposed for disposal for the reason indicated: ("X" only one)

   A. The records have ceased to have sufficient value to warrant further retention.
   B. The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.
   X

7. ITEM NO. 8. DESCRIPTION OF ITEM

1. Overseas Peace Corps Office Payment Records with Backup Vouchers

   These records are filed by country and document the fiscal operations of Peace Corps offices. They contain a copy of the obligating document, backup receipts, vouchers, and collections along with the paying document.

   a. Overseas offices which have the paying copy will cut-off at end of the fiscal year, hold 10 years, 3 months and destroy in accordance with GAO Instructions.

   b. A&F/Fiscal Services Branch will cut-off the paying copy of the files of Jamaica, Belize and Barbados at the end of the fiscal year, hold 3 years and retire to FRC. Disposition will be in accordance with GAO Instructions.

   c. A&F/Accounting Operations Branch will cut-off the ACTION Agency copy of all Peace Corps fiscal records at the end of the fiscal year, hold 1 year and retire to FRC. FRC will hold 3 years and destroy.