

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 2 1976	JOB NO.
DATE APPROVED	NOV-332-73-3

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

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration & Finance

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Manno or Marilyn Taylor

5. TEL. EXT.

254-8103

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-25-76 **James E. O'Neill**
 Date Acting Archivist of the United States

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.

2/12/76
 (Date)

John F. Nolan
 (Signature of Agency Representative)

Director, Administrative Services Division
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Peace Corps Overseas Offices</p> <p>There are more than 60 Peace Corps offices located in foreign countries. These offices report to the appropriate Regional Offices, Office of International Operations, ACTION.</p> <p>Each office is headed by a Country Director who assists, supervises, and coordinates activities of Peace Corps volunteers. The Volunteers serve at the pleasure of the requesting government. <u>The documents created in these offices are feeder reports and/or copies of documents for which the Washington Office has the Official File.</u></p> <p>Files Disposition Peace Corps Overseas Files Official Files</p> <p>1. Agreements with Host Country. This file should include all agreements and amendments thereto. A copy of each agreement and amendment should be sent to PCW for permanent retention. If copy of all agreements and amendments have been sent to Washington for permanent retention, then country copies may be destroyed, when office is deactivated.</p> <p><i>GAO approval confirmed in conversation w/ Mrs. Taylor, 6-2-76 - WJR</i></p>		<p><i>Copy to Agency - NOV 71-76 AD</i></p> <p><i>58 items</i></p>

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	<p>2. Host Country Information. File contains records relating to conditions in the host country, local acceptance of Peace Corps Volunteers and host country communications not contained in the training, program or individual placement contract folders, and the original copy has been previously forwarded to ACTION/W. Official file is in Regional Office Washington. Hold 2 years and destroy.</p> <p>3. Project or Program Case Files. Case files are arranged by number. Included are cables, correspondence about the project, site survey, written communications from Host Country, project description (104), names of Volunteers on project, informational material given to project volunteers, narrative insert, reporting instructions, training provided project participants, progress reports, final reports, and program evaluations. Official file is in Regional Office, Washington. Destroy 1 year after project or program is complete.</p> <p>4. Individual Placement or Special Placement Case Files. Case files are arranged by number. Included are cables, correspondence, site survey, forms pertaining to the project, written requests from host country, project description (PC 104), informational material for volunteers ("narrative insert"), reporting instructions, project evaluations, training provided, progress and final reports. Official file is in Regional Office, Washington. Destroy 1 year after project is complete.</p> <p>5. Site Surveys. This is a survey of a proposed site for placement of a Volunteer. When site is approved and program started the survey should be moved to the program or project file. Destroy unapproved site surveys after 3 years.</p>		

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	<p>6. International Situations (Crisis Files). These case files are filed alphabetically by location. Case files containing newspaper accounts, cables, political situation documents, records documenting political situations, volunteers indiscretions, natural disasters and similar situations in foreign countries in which Peace Corps personnel are involved.</p> <p>Hold 2 years after the end of the Year of Crisis and destroy. Official file is in IO/SS.</p> <p>7. Mid-Service Conference Reports. These files are arranged by name of project. The report is written by one or more of the participants in the conference and is similar to a progress report of that particular project as of that point in time.</p> <p>When project is completed hold 1 year and destroy. Official file is in IO/Regional Office.</p> <p>8. School Partnership Program Case Files. Case files arranged by geographical location. They contain records describing the proposed school and justifying the need for it.</p> <p>When project is completed, cancelled or discontinued, hold 2 years and destroy. Official file is maintained by IO/MS.</p> <p>9. EEO Affirmative Action Plan. This is a reference document. Destroy when new plan is received.</p> <p>10. Selective Service and/or Draft material. This program has been discontinued. Keep only current instructions as reference material.</p> <p>Destroy all other draft or selective service files.</p> <p>11. Country Management Plan. Destroy when new plan is received. Official file is in IO/W.</p> <p>12. Routine requests for information. Destroy after 1 year.</p> <p>13. Invitations to attend meetings. Destroy after 1 year.</p>		

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	<p>14. Country Budget Files. These files contain complete budget records for activities within each country with detailed breakdown as to its uses, showing the budgeting processes. These files are the input to the Regional Offices submission of the country budget to the ACTION budget.</p> <p>Destroy 3 years after end of the Fiscal Year.</p> <p>15. Shared Administrative Support Files. These files contain the support agreements and all correspondence, statistical computations, and cost factors regarding the various government agencies support of the Peace Corps operations in specific countries. Official file is maintained by PP/B.</p> <p>Destroy 2 years after end of fiscal year.</p> <p>16. Host Country's Contribution. These files contain information on the various types of contributions made by the host country in support of the Peace Corps projects.</p> <p>Destroy 3 years after end of the fiscal year.</p> <p>17. Imprest Fund Cashier Designation Form--the original copy of this form is sent to designated Cashier, the official file copy is retained in Fiscal Services. Fiscal Services will hold 3 years and retire to FRC, FRC will hold 10 additional years.</p> <p>Post or Cashier copy will be destroyed when no longer needed to trace accountability, the fund is closed, and final audit has been made.</p> <p>18. Imprest Fund Replenishment Vouchers and Fiscal Classification listing.</p> <p>Hold 3 years and destroy.</p> <p>19. Peace Corps Volunteer Personnel Folder. This alphabetic folder contains the official documentation of the Volunteer's employment history. It includes applications, notices of all personnel actions (enrollment, training, termination, etc.) results of National Agency Check, Oath of Office, description of service, designation of beneficiary,</p>		

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	<p>and related information. The Official file is maintained in ACTION/W, all other personnel folders are informational files.</p> <p>Destroy this volunteer personnel folder 1 year after termination of service at your office.</p> <p>20. Early Terminee Case Files. Case files are arranged alphabetically by Volunteer's name. Contains information dealing with problems which may require early termination of service, such as illness and injury, general maladjustment, misconduct, and marriage. Included are cables, copies of PC Form 505, Description of Service, copies of PC 440, Notice of Volunteer Trainee Action, Request for Travel, correspondence, which gives reasons for termination, evaluation reports, correspondence with volunteer and family, and termination documentation.</p> <p>Destroy 6 months after volunteer terminates service at your office. IO/AS has the official file.</p> <p>21. Volunteer allowances. This includes living, settling-in, subsistence readjustment, and travel, allowances for volunteers.</p> <p>Destroy after 5 years.</p> <p>22. Training Material. Documentation relating to the different kinds of Peace Corps Volunteer training provided including pre-invitational staging (PRIST), specific types of training, training outlines and syllabus. ACTION/W IO/PG has the official file.</p> <p>Destroy 2 years after the end of the year.</p> <p>23. Country Training Project Files. Records relate to training plans including the proposal, planning outline, schedule, evaluation and the planning documents for each country. Includes reports on country training conferences, meetings, in-country training, training program centers, workshops and other related training documentation not covered elsewhere.</p> <p>Destroy 2 years after end of project. Official file maintained by PC/W.</p>		

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	<p>24. Training Groups or Cycles Case Files. Case files are filed by number and relate to training of a group of volunteers scheduled for specific projects or programs. Contains all the documentation regarding this training. Official files is maintained by IO/W. Destroy 2 years after the end of the group or cycle.</p> <p>25. Peace Corps Volunteer Medical Claims File. Arranged alphabetically by name of volunteer. These records relate to claims filed with Department of Labor, Bureau of Employee Compensation for compensation of injuries, dental and medical expenses. Included are such records as D/Labor Forms CA 16 (Request for Examination or Treatment), D/Labor Form CA 1 & 2 (Federal Employees Notice of Injury or Occupational Disease), prescription for eye glasses, medical and dental examinations and letter from BEC regarding status. Official File is located in ACTION/W. Destroy 1 year after submission of claim.</p> <p>26. Overseas Health Jackets (OHJ). These records contain reports of medical examinations and medical history prior to selection for training, annual report of medical examination, laboratory tests, termination report of medical examination and history, immunization record, chronological record of visit to a physician during training, eye glass prescription, X-rays, and records. Upon transfer of Volunteer, the OHJ will be forwarded to the gaining office. Upon termination the fully documented OHJ and and X-rays will be forwarded within one month to ACTION/W office of Health Services by Air Pouch.</p>		

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	<p>27. Volunteer Claims Case Files. Correspondence and legal documents relating to accident, tort, insurance, and other claims.</p> <p>(1) Claims settled, closed, or rejected will be cut off at the end of the year of settlement or closure; held 4 years and destroyed.</p> <p>(2) Accident claims, where the report is filed, but if there is no claim, cut-off at the end of last action, hold 5 years and destroy.</p> <p>28. General Medical Correspondence records pertaining to health care program for volunteers. Destroy after 2 years.</p> <p>29. Volunteers Health Care Program. This file concerns the health care program for volunteers in each country with an evaluation of its effectiveness. The records consist of an annual inspection report of medical facilities with photos, and periodic evaluations of the local water, native doctors, and medical facilities to be used by volunteers. Official copy is in IO/W Regional Office. When new evaluation or program is received, keep old program 2 years and destroy.</p> <p>30. Office Personnel Staff folders. These files contain all documentation regarding ACTION staff employment. The official Personnel File will be maintained in ACTION/W.</p> <p>Peace Corps offices overseas will maintain only copies of the personnel documentation and will remove this information personnel folder from active file upon separation or release of employee from Peace Corps office, place in inactive file, hold 1 year and destroy.</p> <p>31. Staff Travel Case Files. This file consists of SF 1169c Transportation Requests, ACTION Form 118 Temporary Duty Travel Order, PC Form 244 Request and Authorization of Official Travel, and correspondence regarding travel or shipping.</p>		

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	<p>Hold 1 year after staff person leaves the office and destroy.</p> <p>32. Applications and resumes for positions. Destroy after six months.</p> <p>33. Leases. Leases are filed by geographical location and address. This file contains a copy of foreign property leases and correspondence.</p> <p>a. Offices making payment will place the obligating copy of the lease, and all paying documents in a closed file upon final payment. ACTION/W Contracts Branch must be provided 1 copy of all leases over \$10,000 for the official file.</p> <p>Leases of less than \$10,000, hold 3 years and destroy.</p> <p>b. All other copies destroy 3 years after termination of lease.</p> <p>34. Contracts. These case files contain all documentation on each contract. They are filed by contract number. Each contract file contains contracts and amendments, clearances and negotiations, funding or obligating document, contractors bid, correspondence, payment schedule and copy of voucher. ACTION/W Contracts Branch must be provided 1 copy of all contracts over \$10,000.</p> <p>a. Offices making payment will retain a copy of the contract and all fiscal payments. Upon final payment this file will be placed in a closed file:</p> <p>Contracts of less than \$10,000, hold 3 years and destroy.</p> <p>b. All other offices will destroy their copies of contracts 3 years from date of contract.</p>		

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	<p>35. Peace Corps Overseas Vehicle Case File. Documentation relating to vehicles used by Country Staff Director and Peace Corps volunteer on specific projects. Included are records relating to procurement, repair, and disposition of specific vehicles.</p> <p>Destroy 2 years after the end of the year of disposition. Official file is in AF/AS.</p> <p>36. Vehicle Accident File. Documentation regarding the background of the accident, facts, and the final outcome or adjudication of the case.</p> <p>Destroy 3 years after the end of the year of adjudication.</p> <p>37. General correspondence re government owned vehicles, including driver tests, authorization to use, and safe driving awards.</p> <p>Destroy after 3 years.</p> <p>38. General correspondence regarding travel and transportation not otherwise covered in this disposition. Includes travel authorizations and information, and transportation of household items.</p> <p>Destroy after 2 years.</p> <p>39. Overseas Peace Corps Office Payment Records with Backup Vouchers. These files document the fiscal operations of Peace Corps Offices. They are sometimes known as Vendor files. They contain a copy of the obligating document, back-up receipts, vouchers, Schedules of Payments, and collections along with the paying document. Some offices send a copy of a printout of fiscal actions along with the supporting backup. Included are cash sales receipts, revenue receipts, adding machine tapes, schedule of cancelled checks, voucher payment records, Schedules of Payments and numerous forms including FS 216, FS 455, FS 459, DS 1619, SF 1034, SF 1129, SF 1221, SF 1166, and PC 58.</p>		

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	<p>a. ACTION/W has the fully documented paying copy. These are GAO audit files. AF/A will hold 6 months and retire to FRC. Destroy in accordance with GAO Instructions.</p> <p>b. Overseas offices have copies of financial documents which will be destroyed 3 years after end of fiscal year.</p>		
40.	<p>Collections for money owed U.S. Government.</p> <p>Destroy after 4 years.</p>		
41.	<p>Payroll preparation and processing, general correspondence, not further identified in this disposal schedule.</p> <p>Destroy after 2 years.</p>		
42.	<p>Government Bills of Lading. This file contains both Government Bills of Lading and Certificates-in-lieu. They are filed numerically.</p> <p>Destroy 3 years after end of year of final payment.</p>		
43.	<p>Purchase Orders. These files contain copies of SF 147, 148 and 44, plus information about final payment. The GAO audit copy is contained within item 39 - Overseas Peace Corps Office Payment Records.</p> <p>Place purchases in a closed case file upon final payment, hold 3 years and destroy.</p>		
44.	<p>Requisitions for supplies and equipment.</p> <p>Destroy after 2 years.</p>		
45.	<p>Property Inventories. This is a comprehensive listing of government property charged to a specific country, region, grant or contract. These file</p>		

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	<p>folders contain correspondence, vehicles, disposition, acquisition, inventory, and audit records.</p> <p>When property is declared surplus, or written off and accountability is dropped, hold two years and destroy.</p>		
46.	<p>General correspondence regarding procurement, internal operations and administration, not further identified in this schedule.</p> <p>Destroy after 2 years.</p>		
47.	<p>Government Transportation Requests. These are 3 x 8 documents giving specifics on transportation requests.</p> <p>Cut-off files at the end of the year of final payment, hold 3 years and destroy.</p>		
48.	<p>General correspondence on voucher preparation, administrative audit and other accounting and disbursing operations not otherwise identified in this schedule.</p> <p>Destroy after 2 years.</p>		
49.	<p>Security information regarding obtaining I.D. cards, request for security check or certification for employment.</p> <p>Destroy after 2 years.</p>		
50.	<p>Correspondence Files relating to routine day to day operations of Peace Corps offices containing no policy or precedents and not otherwise provided for in a Disposition Schedule.</p> <p>Destroy after three years.</p>		

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	Non-Official Files		
51.	<p>Host Country Communications Source File. A file of extra copies of outgoing or incoming communications from any Host Country office. Official File copy is filed in the appropriate Subject File. This file is only a finding aid.</p> <p>Destroy when they have served their usefulness but no longer than 7 years after date of communication.</p>		
52.	<p>Chronologic Files</p> <p>a. Chronologic letter file. This file consists of green manifold carbon copies of outgoing correspondence and filed in date sequence. Official File Copy is filed in appropriate Subject File.</p> <p>Destroy after 1 year.</p> <p>b. Chronologic Cable File. This is a file containing one copy of each incoming and outgoing cable filed in date sequence. Official File copy is filed in the appropriate Subject Files.</p> <p>Destroy after 1 year.</p>		
53.	<p>Reading File. This is a file of blue manifold (extra) copies of outgoing correspondence which is passed around periodically to top staff to keep them informed of current actions. The Official File copy is filed in the appropriate subject file.</p> <p>Destroy when file has been circulated to all authorized persons.</p>		
54.	<p>Working File. This is a file of extra copies only which serve a specific need that the official file cannot satisfy.</p> <p>Destroy when project or action is complete.</p>		