REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Peace Corps

2. MAJOR SUBDIVISION  
Office of Management

3. MINOR SUBDIVISION  
Administrative Services Office

4. NAME OF PERSON WITH WHOM TO CONFER  
Genoa Godbey  
5. TEL. EXT.  
254-6020

6. CERTIFICATE OF AGENCY REPRESENTATIVE  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of __2___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.
☐ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE  
8/19/82

D. SIGNATURE OF AGENCY REPRESENTATIVE  
Robert E. McClendon

E. TITLE  
Director, Administrative Services

7. ITEM NO.  

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This changes Retention Schedule NO. 362-76-1, Item 2 to read:</td>
</tr>
<tr>
<td></td>
<td>For volunteers entering service after 1/1/82.</td>
</tr>
<tr>
<td></td>
<td>This alphabetic folder contains the official documentation of the Peace Corps Volunteer's employment history. Each file includes notices of personnel actions, results of the National Agency Check, oath of office, description of service, designation of beneficiary, cables, final payment documents and miscellaneous forms and correspondence pertaining to the Volunteer's service.</td>
</tr>
<tr>
<td></td>
<td>a. The Peace Corps Volunteer Payroll/Personnel Records Office retires these files to the Federal Records Center (FRC) one year after the trainee termination date or Volunteer completion of service date. FRC will hold six years and destroy.</td>
</tr>
<tr>
<td></td>
<td>b. All other copies are destroyed one year after</td>
</tr>
</tbody>
</table>

115-107 For records created before 1/1/82, use NO. 362-76-1, Item 2.

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
(See 44 U.S.C. 3303a)
7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   the trainee termination date or Volunteer completion of service date.

   This change is made to delete the inclusion of the Volunteer application folder. The applicant files are covered by a separate retention schedule (NC1-36a-82-a).