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
   Associate Director for Management

3. MINOR SUBDIVISION
   Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER
   Gary Palmquist, Director for Compliance

5. TEL. EXT
   254-8320

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 ____ 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
   8/26/83

D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

E. TITLE
   [Title]

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

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM</th>
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<tbody>
<tr>
<td>1</td>
<td>Internal Audit Case Files - Numerically arranged case files containing correspondence, reports, statistics, maps, and background notes regarding offices, contractor, and special programs which had been the recipient of an internal audit.</td>
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   a. Official file copies of the Internal Audits will be held until no longer needed and then retired to FRC. Permanent. (Offer to National Archives 40 years after retirement.)

   b. Audit workpapers, rough draft reports and other substantiating papers contained in the official workpaper files of the Office of Compliance will be held until the next appropriate audit or for 3 years (whichever comes first), and used in the new workpapers or destroyed in agency. Transfer to FRC not authorized.