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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   John von Reyn

5. TELEPHONE EXT
   254-6020

6. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

7. DATE
   9/19/85

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

   1. Anniversary Celebration Records (New)

      Contains correspondence, reports, pamphlets, brochures documenting major Peace Corps anniversary celebrations (20th, 25th, etc.).

      Arrangement: Alphabetical by subject

      Annual accumulation: 1 cu. ft.

      Total volume to date: 5 cu. ft.

      Disposition: Cut off files at the end of the year of celebration. Retire to Federal Records Center. Permanent. Offer to Archives when 20 years old.

   All changes to this proposed schedule have been approved by:

   NARA appraiser [Signature] [Date]

   Agency representative [Signature] [Date]

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

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2. **Public Relations Subject Files (New)**

Contains correspondence, reports, pamphlets, brochures documenting Peace Corps information/public relations activities.

Arrangement: Alphabetical by subject

Annual accumulation: 1 cu. ft.

Accumulated to date: 6 cu. ft.


3. **Speeches**

Speeches by the Director of the Agency and other Senior Staff.

Arrangement: Chronological by date

Annual accumulation: 1 cubic foot.

Accumulated to date: 4 cubic feet

Disposition:


b. Destroy all other copies when no longer needed.

Justification for exception to GRS 14 Item 1(a):

By retiring speeches the year the incumbent director leaves, the agency will better ensure that these records are transferred to the Archives. Retiring by directorship will also group policies/philosophy of a particular director. These records usually have no reference value to new director's/administrations.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR JOB NO</th>
</tr>
</thead>
</table>

4. **Press Releases (GRS 14-1(b))**

Arrangement: Chronological by date

Annual accumulation: .25 cu. ft.

Accumulated to date: 1.5 cu. ft.

Disposition:


b. Destroy all other copies when no longer needed or when 2 years old, whichever is sooner.

5. **Public Relations Publications**

Publications consisting of Peace Corps Times, Peace Corps Articles of Interest, etc.

Arrangement: Chronological by title of publication.

Annual accumulation: 1 cu. ft.

Accumulated to date: 4 cu. ft.

Disposition:


b. Destroy all other copies when no longer needed.

6. **Public Relations Audiovisual Records (GRS 21)**

Photographs, graphic arts, pictures, video recordings, sound recordings and related documentation.

Annual accumulation:

Accumulated to date:

Disposition: Dispose of in accordance with General Records Schedule 21, "Audiovisual Records."
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>7.</td>
<td>Media Contact Sheets (New)</td>
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<td>Record of contacts with newspaper, television, radio reporters requesting information about Peace Corps.</td>
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<td></td>
<td>Arrangement:</td>
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<tr>
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<td>Annual accumulation: .5 cu. ft.</td>
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<td>Accumulated to date: 1.5 cu. ft.</td>
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<td>Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner.</td>
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<td></td>
<td>The following standard is being re-submitted as an exception to the new standard established for Audit Case Files (GRS 25, Item 4). We have added a category for &quot;other copies&quot; of internal audits.</td>
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<td>8.</td>
<td>Internal Audits Case Files</td>
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<td></td>
<td>Case files containing correspondence, reports, statistics, maps, and background notes regarding offices, contractors, and special programs which have been the recipient of an internal audit.</td>
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<td></td>
<td>Arrangement: By year, then sequentially by case number.</td>
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<tr>
<td></td>
<td>a. Official file copy.</td>
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<td>Annual accumulation: .5 cu. ft.</td>
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<td>Accumulated to date: 5 cu. ft.</td>
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<td>Disposition: Hold until 10 years old and then retire to FR A Permanent. Offer to Archives when 20 years old.</td>
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<td></td>
<td>b. Audit workpapers, rough draft reports and other substantiating papers contained in the official workpaper files.</td>
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<td></td>
<td>Disposition: Hold until the next appropriate audit or for 3 years, whichever comes first, and then the new workpapers or destroy in agency. Transfer to FR C is not authorized.</td>
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<td>c. Other copies of Audits.</td>
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<td>Disposition: Destroy when superseded or when no longer needed, whichever is sooner.</td>
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</table>
Justification for exception to GRS 25, Item 4.

The agency believes these records have historical value. Official file copies of reports cover agency problems and trends, particularly at Peace Corps overseas posts. They were previously considered archival. See NC1-83-3, Item 1.