

Request for Records Disposition Authority - Continuation

JOB NO

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>2. <u>Public Relations Subject Files (New)</u></p> <p>Contains correspondence, reports, pamphlets, brochures documenting Peace Corps information/public relations activities.</p> <p>Arrangement: Alphabetical by subject</p> <p>Annual accumulation: 1 cu. ft.</p> <p>Accumulated to date: 6 cu. ft.</p> <p>Disposition: Cut off files in 5 year blocks (1980-1984, 1985-1989, etc.). Hold two years. Retire to Federal Records Center. Permanent. Offer to Archives when 20 years old. <i>most recent records in accession are</i></p> <p>3. <u>Speeches</u></p> <p>Speeches by the Director of the Agency and other Senior Staff.</p> <p>Arrangement: Chronological by date</p> <p>Annual accumulation 1 cubic foot.</p> <p>Accumulated to date: 4 cubic feet</p> <p>Disposition:</p> <p>a. Official file - Cut off at end of year incumbent Director leaves, <i>or every three years, whichever comes first.</i> Retire to Federal Records Center. Permanent. Offer to Archives when 20 years old. <i>most recent records are</i></p> <p>b. Destroy all other copies when no longer needed.</p> <p>Justification for exception to GRS 14 Item 1(a):</p> <p>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.</p>	<p>NC 174-189 Item 117.</p>	

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	<p>4. <u>Press Releases</u> (GRS 14-1(b))</p> <p>Arrangement: Chronological by date</p> <p>Annual accumulation: .25 cu. ft.</p> <p>Accumulated to date: 1.5 cu. ft.</p> <p>Disposition:</p> <p>a. Official file. - Cut off file in 5 year blocks. (1980-1984, 1985-1989, etc.) Retire to FRC 2 years after cut off. Permanent. FRC will Offer to Archives when ^{most recent records are} 20 years old.</p> <p>b. Destroy all other copies when no longer needed or when 2 years old, whichever is sooner.</p>	NC174-189 Item 119	
	<p>5. <u>Public Relations Publications</u></p> <p>Publications consisting of <u>Peace Corps Times</u>, <u>Peace Corps Articles of Interest</u>, etc.</p> <p>Arrangement: ^{Alphabetical} Chronological by title of publication.</p> <p>Annual accumulation: 1 cu. ft.</p> <p>Accumulated to date: 4 cu. ft.</p> <p>Disposition:</p> <p>a. Official ^{record} file copy. - Cut off file in 5 year blocks. (1980-1984, 1985-1989, etc.) Retire to FRC 2 years after cut off. Permanent. FRC will Offer to Archives when ^{most recent records are} 20 years old.</p> <p>b. Destroy all other copies when no longer needed.</p>	NC174-189 Item 118	Withdrawn
	<p>6. <u>Public Relations Audiovisual Records</u> (GRS 21)</p> <p>Photographs, graphic arts, pictures, video recordings, sound recordings and related documentation.</p> <p>Annual accumulation:</p> <p>Accumulated to date:</p> <p>Disposition: Dispose of in accordance with General Records Schedule 21, "Audiovisual Records."</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 571-387

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	<p>7. <u>Media Contact Sheets (New)</u></p> <p>Record of contacts with newspaper, television, radio reporters requesting information about Peace Corps.</p> <p>Arrangement:</p> <p>Annual accumulation: .5 cu. ft.</p> <p>Accumulated to date: 1.5 cu. ft.</p> <p>Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner.</p> <hr/> <p>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 "other copies" of internal audits.</p> <p>8. <u>Internal Audits Case Files</u></p> <p>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.</p> <p>Arrangement: By year, then sequentially by case number.</p> <p>a. ^{Record} Official file copy.</p> <p>Annual accumulation: .5 cu. ft.</p> <p>Accumulated to date: 5 cu. ft.</p> <p>Disposition: Hold until 10 years old and then retire to FRC ^{in 5 year blocks} Permanent. Offer to Archives ^{most recent records are} when 20 years old.</p> <p>b. Audit workpapers, rough draft reports and other substantiating papers contained in the official workpaper files.</p> <p>Disposition: Hold until the next appropriate audit or for 3 years, whichever comes first, and used in incorporate in the the new workpapers or destroy in in agency. Transfer to FRC is not authorized.</p> <p>c. Other copies of Audits.</p> <p>Disposition: Destroy when superseded or when no longer needed, whichever is sooner.</p>	NCL-362-83-3 Item 1	

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	<p>Justification for exception to GRS 25, Item 4.</p> <p>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 NCI-83-3-Item 1.</p>		