REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Peace Corps

2. MAJOR SUBDIVISION
Office of Training and Program Support

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Tom Peirce

5. TELEPHONE
(202) 606-3261

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required; ☐ is attached; or ☐ has been requested.

DATE
11/29/94

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Records Office

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Program and Training Systems Database (PATS), per attached.		

Copies sent to agency, NNT, NSX 5/5/95

115-109

NSN 7540-00-334-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

1. Program and Training Systems Database (PATS), 1989-Present.

This Peace Corps system supports the Office of Training and Program Support. PATS tracks data projects and assignments; requests by countries to fill volunteer assignments; and the tracking of certain training group activities. The system contains project attributes (project title, country, sector, current status, and the assignment titles associated with a project); requests by countries to fill assignments including the number, type of skill or background necessary, and date needed; and administrative information regarding duration, type, and location of training events and related dates.

1(a). Program and Training Systems files.

1(a)(1). Project tables for PRG_PROJECT; PRG_ASSIGNMENT; PRG_MILESTONES; MILESTONES; PRG_PROJECT_TYPES_A; and PRG_PROJECT_TYPES.

DISPOSITION: *Permanent.* Transfer immediately all data entered prior to FY 1995. Thereafter, transfer all new data at the end of the FY.

1(a)(2). All other systems components.

DISPOSITION: *Temporary.* Destroy three years after the end of the FY for which data applies.

1(b). Output.

1(b)(1). Quarterly reports. Reports are for individual countries.

DISPOSITION: *Temporary.* Destroy three years after the end of the FY for which data applies.

1(b)(2). Class summary sheets. (These are automatically produced each time there is a class change, *e.g.,* new enrollee, change in course dates, etc.)

DISPOSITION: *Temporary.* Destroy one year after the end of the FY for which data applies or when no longer needed, whichever comes first.

1(b)(3). All other output.

DISPOSITION: *Temporary.* Destroy when no longer needed.

1(c). Systems Documentation. Users handbooks, codebooks, manuals, etc.

DISPOSITION: *Permanent.* Transfer at the same time all data inputted prior to FY 1995 is transferred. Thereafter, transfer any new documentation at the end of the FY in which it is created.