

|  |              |
|--|--------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i> |              |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408           |              |
| 1. FROM (Agency or establishment)<br>PEACE CORPS   |              |
| 2. MAJOR SUBDIVISION<br>M/AS   |              |
| 3. MINOR SUBDIVISION<br>RRD  |              |
| 4. NAME OF PERSON WITH WHOM TO CONFER  | 5. TELEPHONE |
| JEANNETTE KEMERER  | 202-606-3307 |

|   |   |
|---|---|
| <b>LEAVE BLANK (NARA use only)</b>  |   |
| JOB NUMBER<br>NI-496-95-10  |   |
| DATE RECEIVED<br>4-27-95  |   |
| <b>NOTIFICATION TO AGENCY</b>   |   |
| In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| DATE<br>4-4-96  | ARCHIVIST OF THE UNITED STATES<br><i>John W. Carl</i> |

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<br>4/21/95 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jeannette Kemerer</i> | TITLE<br>RECORDS ASSISTANT |
|-----------------|--|----------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | SEE ATTACHED                                    |                                   |                                  |

APR 16 1996

*Copy to: Agency, NNT  
NI*

## PEACE CORPS

1. **Medical Technical Guidelines.** The Office of Medical Services (OMS) issues the Medical Technical Guidelines to provide the programmatic and clinical guidance for the operation of the Volunteer Health System overseas.
  - a. **Headquarters Record Copy.** Location: Held in the Office of Medical Services.  
  
Disposition: **Temporary.** Cut off when volume is superseded. Transfer to Peace Corps Library. Destroy 20 years after cutoff.
  - b. **Field Distribution Copy.** OMS Headquarters distributes reference copies of the Medical Technical Guidelines to the 90 clinics overseas within the Volunteer Health System.  
  
Disposition: **Temporary.** Destroy when superseded or obsolete.
2. **Memoranda of Understanding.** Documents Peace Corps program agreements with other government entities such as state, local, municipal, Federal, and foreign governments; and private sector institutions such as universities, foundations, institutes, and corporations. Programs include training of volunteers; recruitment of volunteers; foreign health care; travel arrangements; manpower and/or supplies for joint projects; field site administrative oversight; etc.
  - a. **Record Copy Memoranda of Understanding.** Original Peace Corps signed agreements with government and private sector entities for program development. Arranged alphabetically by name of entity. Dates: 1961-present. Volume: .75 cubic feet. Annual rate of accumulation: .25 inches.  
  
Disposition: **Permanent.** Cut off at the end of the calendar year when the agreement is concluded. Transfer to the National Archives 20 years after cutoff or when no longer needed for administrative, audit, legal, or other operational purposes, whichever is sooner.
  - b. **Administrative Reference Copies of Memoranda of Understanding.** Copies of original Peace Corps agreements used to administer affected programs.  
  
Disposition: **Temporary.** Destroy when no longer needed for administrative, audit, legal, or other operational purposes.