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Standard Form No. 115
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106
115-103

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 362

LEAVE BLANK	
DATE RECEIVED MAR 27 1974	JOB NO.
DATE APPROVED NC	174-189

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
ACTION

2. MAJOR SUBDIVISION
Administration & Finance

3. MINOR SUBDIVISION
Technical Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Joe Manno or Marilyn Taylor

5. TEL. EXT.
254-3545

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

7-2-74 James B. Rhoads
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 63 pages are proposed for disposal for the reason indicated: ("X" only one)

A [ ] The records have ceased to have sufficient value to warrant further retention.

B [X] The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

3/26/74 John F. Nolan John F. Nolan Chief, Technical Svcs.
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ACTION OFFICE OF THE DIRECTOR The Director is responsible to the President of the U.S. for the proper coordination of volunteer programs as set forth in Executive Orders and legislation. He establishes basic policies governing the conduct of operations and programs of this organization. He is responsible for all plans and operations of the organization and for advising the President on matters relating thereto.		
1.	Executive Correspondence Correspondence addressed to the Director requiring an answer. Contains copies of all outgoing responses signed by the Director and personally answered letters with incoming original letters. The official file copy of correspondence signed by the Director is filed by subject in the appropriate office of responsibility. D/D will cut-off at end of the year, hold until incumbent leaves. Permanent. Offer to National Archives 10 years after retirement.	30 items	

Copy to Agency 7/5/74

FRC's 7/8/74

Four copies, including original, to be submitted to the National Archives and Records Service

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	Executive Correspondence Log		
P	Incoming and outgoing chronological log of controlled correspondence handled by the Office of the Director, ACTION.		
	Hold until incumbent leaves. Permanent. Offer to National Archives 10 years after retirement.		
3.	Domestic Policy Council Records*		
P	A recently established council consisting of the Director, Deputy Director, IO Regional Directors, Director Domestic Operations, Director of Office of Citizens Placement and Director Program Policy Development. Monthly meetings are held to discuss goals and issues.		
	D/D will hold 2 years and retire to FRC. Permanent. Offer to National Archives 10 years after retirement.		
4.	Executive Staff Meetings Records*		
P	Weekly staff meetings of Office Directors to discuss current problems, or procedures.		
	D/D will hold 2 years and retire to FRC. Permanent. Offer to National Archives 10 years after retirement.		
5.	Weekly Activity Report		
	Narrative summaries of subordinate office functions during the week. Reports are submitted by all branches thru channels to their Office Director, who combines them into one report for submission to the Executive Assistant.		
P	a. D/D will cut-off at the end of the year, hold 2 years and retire to FRC. Permanent.		

*[changes made per authorization S. Manno and M. Taylor CSR 4-28-74]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Offer to National Archives 10 years after retirement.		
	b. Destroy all other copies after 2 years.		
6.	National Advisory Council (NAC)		
	This council was established by Executive Order in 1961. The membership consists of influential and well known personalities appointed by the President. The file consists of records relating to biographic data and correspondence files on members and potential members; minutes of meetings, agendas; trips; various boards and councils established to carry out the NAC mission. Council was abolished in 1973 but maybe reactivated.		
	D/D retire to FRC. Permanent. Offer to National Archives 10 years after retirement.		
	INTERNAL AUDIT (D/AUD)		
7.	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.		
	a. Official file copies of the Internal Audits will be held until no longer needed and retired to FRC. Permanent. Offer to National Archives 10 years after retirement.		
	b. Background workpapers and rough drafts of substantiating papers contained in the official files with appropriate chronological files will be held 3 years and retired to FRC. FRC will hold 4 years and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ACTION/MIS (D/MIS)		
8.	ACTION Goals Case Files		
	These files are arranged by office and contain statistics, charts, graphs, reports and narrative comments. The file reflects the programmed objectives and goals and the degree of successful achievement of reaching these goals.		
R	a. D/MIS will hold 5 years and retire to FRC. Permanent. Offer to National Archives 10 years after retirement.		
	b. Destroy all other copies when no longer needed.		
9.	ACTION Fact Book		
	The Fact Book contains statistics, charts, graphs, reports and narrative information derived from information submitted from OCP, DO and IO Management Information Systems offices. The book is published semi-annually with revised pages published as required.		
R	a. D/MIS will retain a record set of these books until no longer needed by the Agency and retire to FRC. Permanent. Offer to National Archives 10 years after retirement.		
	b. Destroy all other copies 1 year after superseded.		
	OFFICE OF MANPOWER PLACEMENT AND DEVELOPMENT		
10.	Staff Position Candidates Case Files		
	Files are arranged alphabetically by name. These files consist of resumes and SF 171's from potential candidates for domestic and international staff positions, GS-13 and above.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	D/SP will remove and destroy inactive folders after 2 years.		
	EMPLOYEE DEVELOPMENT DIVISION (D/SP/ED)		
11.	Training Calendar File		
	This is a calendar of proposed training by quarters arranged on a fiscal year basis.		
	a. D/SP/ED cut-off at end of fiscal year, hold three years, and destroy.		
	b. All other offices cut-off at end of current fiscal year and destroy.		
12.	Training Conference Reports		
	These reports are evaluations of the effectiveness of training conference sessions and a total appraisal of the conference as a whole.		
P	a. D/SP/ED cut-off at end of year, hold 4 years, and retire to FRC. Permanent. Offer to National Archives 10 years after retirement.		
	b. All other offices cut-off at end of year, hold 2 years and destroy.		
13.	ACTION Employee Training Records		
	These records are filed by name of the staff trainee. It reflects the kind and date of training received. These records are used as statistical backup material.		
	a. D/SP/ED will cut-off at the end of the year, hold 3 years, and destroy.		
	b. One copy of documents reflecting training will be filed on left side of Official		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Personnel Folder and be destroyed when employee leaves the Agency. c. All other copies will be cut-off at the end of the year, held 2 years, and destroyed.		
14.	ACTION Employee Training Records (Overseas) These files are by employee name. They contain the request for training, the justification, evaluation of student progress, and final completion standing. a. D/SP/ED will cut-off at the end of the year, hold 3 years, and destroy. b. One copy of documents reflecting training will be filed on left side of Official Personnel Folder and be destroyed when employee leaves the Agency. c. All other offices will destroy when training is completed.		
15.	Training Seminars and Workshop Records These are case files maintained in the Personnel Office on each seminar or workshop. They are filed alphabetically by name. Each file contains the training announcement, purpose, list of attendees, and the training evaluation made by the students. a. D/SP/ED will cut-off files at end of the year, hold 3 years and destroy. b. All other offices will: (1) Destroy training announcement when the training is given. (2) Send certificate of completion of training to the trainees Official		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Personnel File.		
	(3) Hold other seminar and workshop records for 1 year and destroy.		
	OFFICE OF DOMESTIC AND ANTIPOVERTY OPERATIONS (DO)		
	Domestic and Anti-Poverty Operationsis the Office of ACTION charged with management of operational domestic voluntary service programs. These programs currently include VISTA - Volunteers in Service to America, the Older Americans Volunteer Programs - Foster Grandparents Program (FGP) and Retired Senior Volunteer Program (RSVP), the Service Corps of Retired Executives (SCORE), the Active Corps of Executives (ACE) and ACTION Education Programs (AEP).		
16.	ACTION DO Calendar		
	This is a monthly calendar of activities which will occur in and/or require involvement and response by ACTION domestic regions.		
	a. DO will destroy after 1 year.		
	b. All other copies will be destroyed when superseded.		
17.	Disaster Assistance Guidelines		
	Correspondence and memorandums about using Volunteers willing to serve in event of a disaster. This organization will possibly be designated Emergency Volunteer Corps.		
R	a. DO will hold 5 years and retire to FRC. Permanent Offer To Archives in 10 years *		
	b. All other copies will be destroyed after 3 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18.	DO Goals		
	Correspondence, memorandums, and reports depicting the goals in Domestic and Antipoverty Operations, such as innovative projects and budgets.		
R	a. DO will cut-off at the end of the year, hold 2 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. All other copies will be destroyed after 3 years.		
19.	Executive Correspondence		
R	Correspondence referred from the Director's office for answering. Containing responses to Congress and others for information, and sensitive subject content regarding DO operations.		
	DO will cut-off at end of the year, hold 2 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	Evaluation		
20.	Project Evaluation Case Files		
	Arranged alphabetically by name of the program. An Evaluation Instrument was prepared by the Contractor on each program. These instruments are analyzed in relation to the previous evaluations to determine the effectiveness of the program.		
R	a. DO/Evaluation will cut-off at end of the year, hold 3 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. Destroy all other copies after 2 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21.	Training Evaluation Correspondence and Evaluation Instruments on various aspects of VISTA training. DO/Evaluation will cut-off at end of year, hold 3 years, and retire to FRC. FRC will hold 3 years and destroy.		
22.	Management Evaluation Contract Case File Case files are arranged numerically by contract number. They contain copies of the contract, progress reports from contractors, estimate of new contracts and correspondence. a. DO/Evaluation will destroy 4 years from date of contract. b. Official file copy is in A&F/P/Contracts Branch which will hold 3 years and retire to FRC. Disposition to be made in accordance with GAO Instructions. DEPUTY ASSOCIATE DIRECTOR, VISTA & ANTI-POVERTY PROGRAMS (DO/VISTA)		
23.	VISTA Weekly Activity Reports A consolidated report of activities within VISTA, derived from correspondence and memorandums from subordinate units and regions. These reports are forwarded to D/D. See item 5. a. DO will cut-off at the end of the year, hold 2 years and destroy. b. Destroy all other copies after 1 year.		
24.	VISTA Policies and Procedures Correspondence, interagency agreements, VISTA organization and reorganizations, and policy		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	statements and procedures which direct the activities of the various VISTA operations.		
R	a. DO will retire to FRC when no longer needed. Permanent. Offer To Archives in 10 years*		
	b. All other copies will be destroyed when superseded.		
25.	VISTA Cost Sharing Case Files		
	Graphs, statistics, memorandums and correspondence regarding the cost-sharing regionalization strategy, a cooperative program.		
R	a. DO will cut-off at the end of 3 years, hold 1 additional year, and retire to FRC. Permanent. Offer To Archives in 10 years*		
	b. All other copies will be destroyed after 3 years.		
26.	Regional Reports		
R	Arranged numerically by regions, these files consist of monthly reports and highlight reports describing the regional functions being performed.		
	DO/VISTA will cut-off at the end of the year, hold 2 years, and retire to FRC. Permanent Offer To Archives in 10 years *		
27.	VISTA Training Subject File		
	Arranged chronologically this file consists of procedures, techniques, requirements, and statistics of volunteer training.		
R	a. DO/VISTA will cut-off at the end of the year, hold 2 years, and retire to FRC. Permanent. Offer To Archives in 10 years*		
	b. All other copies will be held 2 years and		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	destroyed.		
28.	VISTA Organization and Functions This file which documents the VISTA organization and functions since 1971 contains management analysis and techniques used in VISTA. It is a comprehensive file describing the VISTA organization since its merger into ACTION in 1971. a. DO/VISTA will cut-off at the end of the year, hold 5 years, and retire to FRC. Permanent. Offer To Archives in 10 years b. All other offices will destroy after 5 years.		
	Program and Training Branch		
29.	Project Case File Files are arranged numerically by regions and thereunder alphabetically by state and city. These case files are funded upon approval and become on-going projects with ACTION's primary contribution the services of VISTA Volunteers. a. Program & Training Branch will cut-off at end of year of termination, hold 1 year, and retire to the FRC. FRC will retain 10 years and destroy. b. All other offices will destroy when no longer needed.		
30.	Proposals on Training These files are training proposals that are accepted by ACTION for the training of VISTA Volunteers. The proposals are submissions from private concerns and are arranged by region.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. Program and Training Branch will cut-off at termination of training year, hold 1 year, and retire to the FRC. FRC will retain 10 years and destroy.		
	b. All other offices will destroy when no longer needed.		
31.	Project Proposal File		
	This file is arranged numerically by regions and thereunder alphabetically by state and city. The proposals are submitted to ACTION by various state and city volunteer groups for ACTION participation, but are disapproved or not funded for various reasons.		
	Destroy 6 months after disapproval.		
32.	Staff Training File		
	Domestic and anti-poverty staff personnel training records which contain original staff training proposals submitted by the branch to the Director of ACTION.		
R	a. Program and Training Branch will cut-off at end of year, hold 3 years, and retire to FRC. Permanent. Offer To Archives in 10 years		
	b. All other offices will destroy when no longer needed.		
33.	Contractors Training Report		
	Training reports arranged numerically by region and thereunder alphabetically by state and city. ACTION requires the training contractors to submit these reports at the end of each training cycle.		
	a. Program and Training Branch will cut-off at end of year of termination of contract,		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	hold 2 years, and retire to the FRC. FRC will retain 4 years and destroy.		
	b. All other offices will cut-off at end of year, hold 2 years and destroy.		
34.	Experimental Program Files		
	File by name of program. Contains correspondence, reports, working papers and statistics regarding the program. These programs are being tested to be sure that they can produce the desired effect.		
P	a. Effective, on-going programs will be transferred to the office responsible for the function on a permanent basis.		
	b. Ineffective, or otherwise inactive programs will be held 1 year and destroyed.		
	VISTA Operations Branch (DO/VISTA)		
35.	VISTA Projects Case Files		
	Filed alphabetically by state, these files document the domestic volunteers projects. They contain grant information, VISTA proposal, Project Description (VISTA Form 42a), VISTA Volunteer Maintenance and Support (VISTA Form 42b), Reporting Instructions (VISTA Form 42c), Orientation Schedule (VISTA Form 42d), Compliance with Civil Rights Act (VISTA Form 42e), Supervisor's Background and Qualifications Statement (VISTA Form 42f), Guidelines, Project summary, project budget, Assignment of Volunteer, and Memorandum of Agreement.		
	a. DO/VISTA will place project in active file upon termination, hold 1 year, and retire to FRC. FRC will retain 6 years and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	b. Destroy all other copies 1 year after completion of project.		
36.	VISTA Budget Files Filed by subject and thereunder by date, these files contain correspondence, work papers, statistics, reports and information which document the VISTA budget presentation. a. DO/VISTA will cut-off files at the end of the fiscal year, hold 3 years, and destroy. b. A&F/Budget Division (see item #125) * has the official file and will cut-off at the end of the fiscal year, hold 2 years, and retire to FRC. Permanent.		
37.	VISTA Incident Case Files These case files are filed numerically by region. They contain White House, Congressional and Volunteer correspondence; letters of project support; TWX and telegrams; some final reports; and adjudication of the incident. a. DO/VISTA will cut-off these files at end of year of incident, hold 2 years, and retire to FRC. Permanent. Offer To Archives in 10 years b. All other copies will be cut-off at end of year of incident, held 2 years, and destroyed.		
38.	Certification of Volunteers Service Letters from volunteers and employing organizations requesting certification of the period of volunteer's service and the VISTA response thereto on Form A-95, Certification of Volunteer's Service.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	DO/VISTA will cut-off at end of year, hold 1 year, and destroy.		
	SCORE/ACE (DO/SA)		
39.	SCORE/ACE Conferences		
	Minutes, agenda, and correspondence regarding various types of SCORE/ACE Conferences. This includes but is not limited to SCORE Coordinating Conference and the National SCORE Conference.		
P	DO/SA will cut-off at the end of the year, hold 2 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
40.	SCORE Regional Correspondence		
	Correspondence to or from the regions, or internal DO memorandums and reports regarding the SCORE regional activities.		
P	DO/SA will cut-off at the end of the year, hold 2 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
41.	SCORE/ACE Publicity		
	Correspondence, news stories, clippings, radio/TV sports and advertising along with success stories are arranged by type of publicity and thereunder by date.		
P	DO/SA will cut-off at the end of the year, hold 2 years, and retire. Permanent. Offer To Archives in 10 years.*		
42.	SCORE Chapter Activity Report		
	This report is produced upon ACTION Form No. A-46 and lists the District and Chapter location, number of Chapter members, Name of Chapter Chairman, Address & Phone Number, Chapter Meeting Dates and name and telephone number of ACTION and SBA Coordinators, and		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	the number of Chapter members used this month. DO/SA will cut-off at the end of the year, hold 3 years, and destroy. DEPUTY ASSOCIATE DIRECTOR, OLDER AMERICANS VOLUNTEER PROGRAMS (DO/OA)		
43.	Routine Inquiries Requests for information, publications and copies of replies thereto, involving no administrative action, no policy decisions, and no special compilations or research. a. General inquiries, destroy after 1 year. b. Congressional inquiries, destroy after 3 years.		
44.	Evaluation Reports and Studies Evaluation reports and studies on the Retired Senior Volunteer Program (RSVP) and the Foster Grandparent Program (FGP), including their effectiveness and the cost benefits from each program. DO/OA will hold 7 years and retire to FRC. Permanent. Offer To Archives in 10 years.		
45.	Experimental Program Files File by name of program. Contains correspondence, reports, working papers and statistics regarding the program. These programs are being tested to be sure that they can produce the desired effect. a. Effective, on-going programs will be transferred to the office responsible for the function on a permanent basis. b. Ineffective, or otherwise inactive programs, will be held 1 year and destroyed.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RETIRED SENIOR VOLUNTEER PROGRAM (DO/OA/R)		
46.	Grant Case File It is a convenience file. This is the program portion of the grant file and it is arranged alphabetically by state. Each file contains RSVP reports, Notice of Grant Award Form A-16, Notice of Acceptance of Grant Award, Details of RSVP budget, memo of understanding, and correspondence. DO/OA/R will cut-off at end of year of termination, hold one year and retire to FRC; FRC will hold 5 years and destroy.		
	FOSTER GRANDPARENT PROGRAM (DO/OA/F)		
47.	A convenience case file that usually includes the following: Notice of Grant Award, Memo of Agreement, Procurement Request, Site Visits, Status Report and correspondence. DO/OA/F will cut-off at end of year of termination; hold one year and retire to FRC. FRC will hold 5 years and destroy.		
48.	Publicity on Foster Grandparent Programs This material is filed alphabetically by state and contains newspapers, clippings, correspondence regarding television and radio spots and tapes, and information regarding the program. a. DO/OA/F will cut-off at the end of the year, hold 3 years, and retire to FRC. Permanent. Offer To Archives in 10 years.* b. All other copies will be cut-off at the end of the year, held 1 year, and destroyed.		
49.	Foster Grandparent Narrative Reports. Arranged by regions, and contains detailed quarterly and semi-annual reports from each FGP project.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
R	a. DO/OA/F Washington will cut-off at the end of the year, hold 7 years, and retire to FRC. Permanent. Offer To Archives in 16 years *		
	b. Regional Offices will cut-off at the end of the year, hold 7 years, and retire to FRC. FRC will hold 5 years and destroy.		
50.	FGP Routine Requests for Information		
	Requests from the public for ACTION kits and information on the FGP program which are answered by prepared pamphlets or standard routine information.		
	Cut-off at the end of the year, hold 1 year and destroy.		
51.	Congressional FGP Requests for Information		
	Correspondence answering inquiries from Congress or answering letters for White House addressed mail regarding the program and its many facets.		
	a. DO/OA/F will cut-off at the end of the year, hold 3 years, and retire to FRC. FRC will hold 3 years and destroy. (See Item # 179)		
R	b. Office of Congressional Affairs, the official office of record, will cut-off at end of second session of Congress, hold 2 years, and retire to FRC. Permanent.		
52.	Senior Companion Program		
	This file contains legislation enacting the program, functions, responsibilities, goals, and correspondence regarding the program which tentatively began in 1969; however, legislation was passed in 1973. This program documents using low income persons age 60 and over, who serve persons, other than children, with special needs.		
R	DO/OA/F will hold 7 years and retire to FRC. Permanent. Offer To Archives in 16 years.*		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
53.	Foster Grandparent Program		
	Correspondence, legislation, substantive memorandums regarding the establishment of the program and its continuing progress which is currently designated as Archives File. This file documents the Foster Grandparent Program from its inception in 1965 to the present.		
R	a. DO/OA/F will cut-off at the end of the year, hold 5 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. Destroy all other copies after 3 years.		
54.	Foster Grandparent Program Research		
	This file contains surveys and evaluations of various Foster Grandparent Programs.		
R	DO/OA/F will retire to FRC when no longer needed. Permanent. Offer To Archives in 10 years*		
	ACTION EDUCATION PROGRAM (DO/ED)		
	NATIONAL STUDENT VOLUNTEER PROGRAM (DO/ED/NSVP)		
55.	NSVP Conference and Meetings		
	Included here are correspondence, agenda, minutes, list of conference participants, discussion topics, summary fact sheets, and decisions reached documenting the scope and depth of the conference or meeting.		
R	DO/ED/NSVP send to FRC when no longer needed. Permanent. Offer To Archives in 10 years*		
56.	Request for Manuals and Kits		
	Routine requests for NSVP manuals and kits which have been filled.		
	Destroy 6 months from request date.		
57.	Request for NSVP Information		
	Non-routine requests for information which required research and a specialized letter response.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	DO/ED/NSVP cut-off at the end of the year, hold 2 years, and destroy.		
58.	NSVP Training Case Files		
	Case files are filed alphabetically by College name. Documented here are the curriculum, training needs assessment, type of manual given to participants, and evaluation of training session.		
P	DO/ED/NSVP cut-off at end of year, hold 3 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
59.	NSVP Historical Files		
P	Correspondence, reports, decision papers, program and planning documents describing the functions, responsibilities and organization of NSVP from its inception.		
	Retire to FRC when no longer needed. Permanent. Offer To Archives in 10 years.*		
	UNIVERSITY YEAR FOR ACTION (DO/ED/UYA)		
60.	UYA Grant Case Files		
	These convenience files are set up by region and thereunder by name of school. They contain correspondence, forms, and reports documenting the operation and grant proposal, procurement request, status reports, and grant award.		
	DO/ED/UYA will cut-off the files after 3 years or upon termination of the grant, hold 1 year, and retire to FRC. FRC will hold 5 years and destroy.		
61.	UYA State Case Files		
	Alphabetic State Case Files containing general inquiries regarding UYA Request for Proposals.		
	Destroy when next phase is started and a Request to submit a proposal is dispatched.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
62.	UYA Congressional Subject Files		
R	This file contains Congressional Record clippings regarding UYA and legislative correspondence along with pertinent bills having an impact on UYA responsibilities.		
	UYA cut-off every 2 years, hold 1 year, and retire to FRC. Permanent. Offer To Archives in 11 years.*		
63.	UYA Press Information School Case File		
R	This is an alphabetic case file arranged by the name of the school. It contains articles written and publicity about the school's participation in the UYA program.		
	DO/ED/UYA hold 3 years and retire to FRC. Permanent. Offer To Archives in 11 years.*		
64.	UYA Program Evaluation File		
	This file is composed of Evaluation forms completed by the participating schools. This material has been put on computer.		
	UYA destroy 1 year after printout is received.		
65.	UYA School Evaluation Case File		
R	School Case Files are arranged alphabetically and contain correspondence and reports about sponsor and volunteer surveys, independent evaluations, and audit reports.		
	UYA cut-off files every 3 years, hold 2 years and retire to FRC. Permanent. Offer To Archives in 11 years.*		
	OFFICE OF INTERNATIONAL OPERATIONS (IO)		
	The mission of this Office is to support international Volunteer Programs including the Peace Corps by providing policy recommendations to the ACTION Director, as well as a full range of leadership and management, with programming, training, operational, evaluation, communications, information, planning, coordination, and support to Peace Corps Volunteers and staff.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ASSOCIATE DIRECTOR		
66.	Peace Corps Goals, Objectives and Accomplishments These files document the Peace Corps goals, its accomplishments, image and lifestyle. Contained herein are letters, periodic statements and publicity materials. a. IO Headquarters Washington will cut-off these files at the end of year, hold 3 years and retire to FRC. Permanent. Offer to National Archives 15 years after retirement. b. All other copies will be cut-off at the end of the year, held 3 years and destroyed.		
67.	Historical Documentation of Peace Corps This file documents the organization and successive reorganizations of Peace Corps. It includes records relating to the mission and function of Peace Corps, Congressional Hearings, the confirmation of the Director, organization charts, functional statements and annual reports from 1961 to date. a. IO Headquarters Washington will cut-off these files and retire to FRC when no longer needed. Permanent. Offer to National Archives 15 years after retirement. b. Destroy all other copies after 3 years.		
68.	Minutes and Agenda of the Policy Development Council This Council, composed of the IO Associate Director, Executive Assistant, and the 3 Regional Directors, develops policy for the Peace Corps. a. IO Headquarters Washington will cut-off files at the end of the year, hold 5 years and retire to FRC. Permanent. Offer to National Archives 15 years after retirement.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	b. Destroy all other copies after 4 years.		
	PLANNING GROUP (IO/PG)		
69.	Program Planning and Evaluation		
	Correspondence, reports, studies, statistics and other records relating to long range program planning and the evaluation of all types of Peace Corps programs.		
	a. IO Planning Group Washington will cut-off the files at the end of year, hold 3 years and retire to FRC. Permanent. Offer to National Archives 15 years after retirement.		
	b. Destroy all other copies after 3 years.		
70.	Training Material		
	Documentation relating to the different kinds of Peace Corps Volunteer training provided including pre-invitational staging (PRIST), specific types of training, training outlines and syllabus.		
	a. IO Planning Groups Washington will maintain a record set of all training material. Files will be cut-off at the end of the year, held 2 years and retired to FRC. Permanent. Offer to National Archives 15 years after retirement.		
	b. Destroy all other copies after 2 years.		
71.	Official Peace Corps Volunteer Personnel Folder		
	This alphabetic folder contains the official documentation of the Volunteer's employment history. It includes applications, notices of all personnel actions (enrollment, training, termination, etc.) results of National Agency Check, Oath of Office, description of service, designation of beneficiary, and related correspondence.		
	a. IO/PG Washington will retire these files to the National Personnel Records Center		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(NPRC), St. Louis, Missouri, 9 months after termination of volunteer's service. Dispose 100 years after birth of Volunteer.		
	b. Destroy all other copies 1 year after termination of volunteer's service.		
72.	Peace Corps Program and Training Journal		
	This is a monthly publication which the Planning Group develops and publishes under contract. The first issue was January 1973.		
R	a. IO Planning Group Washington will maintain a record set of this publication, hold 5 years and retire to FRC. Permanent. Offer to National Archives 15 years after retirement.		
	b. Destroy all other copies when no longer needed.		
	SPECIAL SERVICES (IO/SS)		
73.	Records relating to deaths of Peace Corps Volunteers "Death Files." This is an alphabetic group of files containing documentation relating to the death of Peace Corps volunteers. It includes eye witness accounts, autopsy reports, investigation reports, correspondence with relatives, transportation arrangements, and personnel action on termination.		
	a. IO Special Services Washington will cut-off folders at the end of year of death, hold 2 years and retire to FRC. FRC will hold 8 additional years and destroy.		
74.	Early Volunteer Terminee Case Files		
	Case files are arranged alphabetically by Volunteer's name. Contains information dealing with problems which may require early termination of service, such as illness and injury, general maladjustment, misconduct, and marriage. Included are cables, copies of PC Form 505, Description of Service, copies of PC 440, Notice of Volunteer Trainee Action,		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Request for Travel, correspondence, which gives reasons for termination, evaluation reports, correspondence with volunteer and family, and termination documentation.		
	a. IO Special Services Washington will cut-off these files at termination of volunteer, hold 2 years and retire to FRC. ~~Permanent. IO/SS will retain in office a duplicate copy of all precedent cases for use in case of repetition. Offer to National Archives 15 years after retirement.~~ Destroy after 15 years.*		
	b. Destroy all other copies 1 year after termination of volunteer.		
75.	International Situations ("Crisis Files") Case Files		
	These case files are filed alphabetically by country. Case files containing newspaper accounts, cables, political situation documents and other records documenting political situations, volunteers' indiscretions, natural disasters and similar situations in foreign countries in which Peace Corps personnel are involved.		
R	a. IO Special Services Washington will cut-off these files at end of the year of crisis, hold 2 years and retire to FRC. Permanent. Offer to National Archives 15 years after retirement.		
	b. All other copies will be cut-off at end of year of crisis, held 2 years and destroyed.		
	MEDICAL AFFAIRS (IO/MA)		
76.	Recruitment of Medical Officers		
R	a. Policy and procedural matters. Cut-off at end of year, hold 1 year and retire to FRC. Permanent. Offer to National Archives 15 years after retirement.		
	b. Correspondence with potential candidates.		

*[change per M. Taylor 6-25-74 CSR]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(1) Those accepted as Peace Corps Medical Officers. File in the Official Peace Corps Volunteer Personnel jacket. (2) Those not accepted or who do not desire to work with Peace Corps. Destroy after 1 year.		
77.	Peace Corps Volunteer Medical Claims File Arranged alphabetically by name of Volunteer. These records relate to claims filed with Department of Labor, Bureau of Employee Compensation for compensation of injuries, dental and medical expenses. Included are such records as D/Labor Forms CA 16 (Request for Examination or Treatment), D/Labor Form CA 4, (Claim for Compensation), D/Labor Form CA 1 & 2 (Federal Employees Notice of Injury or Occupational Disease), prescription for eye glasses, medical and dental examinations and letter from BEC regarding status. a. IO Medical Services will remove case file from active files upon termination or adjudication of claim, hold 1 year and destroy. BEC has the official file. b. Destroy all other copies 1 year after submission of claim to BEC or last action in file.		
78.	Peace Corps Volunteers Medical Records These records pertain to Peace Corps Volunteers who either have completed their two years term of service or have terminated. Contains reports of medical examinations and medical history prior to selection for training, annual report of medical examination, termination report of medical examination and history, immunization record, chronological record of visits to a physician during training, eyeglass prescription, and dental X-rays and records. a. IO/MA will send to NPRC, St. Louis, one year after termination of Volunteer.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	NPRC will hold 24 years and destroy. b. Destroy all other copies one year after volunteer terminates.		
79.	Peace Corps Volunteers X-Ray Examination Files These x-rays are usually chest x-rays taken in conjunction with the Peace Corps Volunteer's termination medical examination. They may also include photos of various parts of the body and x-rays taken while in the host country. a. IO/MA will send to NPRC, St. Louis, one year after termination of Volunteer. NPRC will: (1) Destroy x-rays of normal findings after 5 years. (2) Destroy x-rays of abnormal findings after 25 years.		
	MULTILATERAL AND SPECIAL PROGRAMS (IO/MS)		
80.	Case files of International Secretariat for Volunteer Service, and National Voluntary Service Programs International Country file arranged by continent and alphabetical by country. Contains program and liaison material on voluntary projects describing the project, the agreement by which the Peace Corps provides grant assistance, and general correspondence relating to the country or project. a. IO/MS Washington cut-off at the end of fiscal year, hold 2 years and retire to FRC. FRC will hold 5 years and destroy. b. Destroy all other copies after 2 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
81.	United Nations Volunteers Personnel Case Files Arranged alphabetically by name of volunteer. The files include correspondence and information regarding pre-selection, basic training and travel arrangements to and from country of assignment. a. IO/MS Washington cut-off at completion of Volunteer's assignment, hold 2 years and retire to FRC. FRC will hold 5 years and destroy. b. Destroy all other copies upon completion of assignment by the United Nations Volunteers.		
82.	School Partnership Program Country Case Files Case files arranged alphabetically by Country. They contain records describing the proposed school and justifying the need for it. a. IO/MS Washington cut-off when project is completed, cancelled or discontinued. Hold 2 years and retire to FRC. FRC will hold 6 years and destroy. b. Destroy all other copies after 2 years.		
83.	School Partnership Program State Case File Case files arranged alphabetically by U.S. State. Letters and forms from U.S. schools interested in or stating a commitment to the program. Included in the file are letters, mailing lists, annual reports and promotional material of U.S. philanthropic foundations used to stimulate interest in the program. Destroy after 2 years.		
84.	Experimental Program Files File by name of program. Contains correspondence, reports, working papers and statistics regarding the program. These programs are being tested to be sure that they can produce the desired effect.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. Effective, on-going programs will be transferred to the office responsible for the function on a permanent basis. b. Ineffective, or otherwise inactive programs will be held 1 year and destroyed. REGIONAL OFFICES		
85.	Individual Placement or Special Placement Case Files Case files are arranged by number. Included are cables, correspondence, and forms pertaining to the project, written requests from host country, Project Description (PC 104) informational material for volunteers ("narrative insert") reporting instructions, and training provided. a. PC/W Country Desk Officers cut-off when project is completed, hold 1 year and retire to FRC. FRC will retain 6 years and destroy. b. All other offices, including host country offices--cut-off when project is completed, hold 1 year and destroy.		
86.	Project or Program Case Files Case files are arranged by number. Included are cables, correspondence and other records pertaining to the project, written requests from host country, Project Description (PC 104), informational material for volunteers, ("narrative insert"), reporting instructions, and training provided. a. PC/W Country Desk Officer cut-off when project is completed, hold 1 year and retire to FRC. FRC will retain 6 years after retirement and destroy. b. All other offices, including offices located in host countries--cut-off when project is completed, hold 1 year and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
87.	CASP (Country Analysis and Strategy Paper) received from National Security Council as information. It is security classified. Destroy when new CASP received.		
88.	Host Country Information		
R	File contains records relating to conditions in the host country, local acceptance of Peace Corps Volunteers, and host country communications not contained in the training, program or individual placement contract folders.		
	a. IO/W Regional Office cut-off at the end of the year, hold 2 years and retire to FRC. Permanent. Offer to National Archives 15 years after retirement.		
	b. Destroy all other copies after 2 years.		
89.	Country Plans		
	These files (sometimes known as Country Management Plans) contain specific program plans for each country in which the Peace Corps operates.		
R	a. IO/W Regional Office will place in inactive file when superseded, hold 5 years and retire to FRC. Permanent, Offer to National Archives 15 years after retirement.		
	b. Destroy all other copies when superseded.		
90.	Peace Corps Overseas Vehicle Case Files		
	Documentation relating to vehicles used by the Country Staff Director and by Peace Corps Volunteers on specific projects. Included are records relating to procurement, repair and disposition of specific vehicles.		
	a. IO/W Regional Offices will cut-off the files at the end of the year, hold 4 years and ~~retire to FRC. FRC will~~ destroy, ~~3 years later.~~ *		
	b. Destroy all other copies after 2 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
91.	Volunteers Health Care Program This file concerns the health care program for volunteers in each country with an evaluation of its effectiveness. The records consist of an annual inspection report of medical facilities with photos, and periodic evaluations of the local water, native doctors, and medical facilities to be used by volunteers. a. IO/W Regional offices will cut-off its files at the end of the year, hold 2 years and retire to FRC. FRC will destroy 6 years later. b. Destroy all other copies after 2 years.		
92.	Country Training Case Files Records are filed alphabetic by country and relate to training plans including the proposal, planning outline, schedule, evaluation and the planning documents for each country. Includes reports on country training conferences, meetings, in-country training, training program centers, workshops and other related training documentation not covered elsewhere. IO/W Regional offices cut-off at the end of the year, hold 2 years and retire. Permanent. Offer to National Archives 15 years after retirement.		
93.	IO Training Project Case Files The case files are arranged numerically. They include a Project Description (PC 104); country representatives reports; project director's and country representatives final reports; biographical data of trainees and duplicates of budget and contract records. a. IO/W Regional offices cut-off at end of project, hold 2 years and retire to FRC. FRC will hold 6 years and destroy. NM 167-93.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	b. All other offices cut-off at the end of project, hold 2 years and destroy.		
94.	Training Groups or Cycles Case Files		
	Case files are filed by number and relate to training of a group of volunteers scheduled for specific projects or programs. Contains all the documentation regarding this training.		
	a. IO/W Regional offices cut-off at end of group or cycle, hold 2 years and retire to FRC. FRC will hold 5 years and destroy.		
	b. All other offices will cut-off at end of group or cycle, hold 2 years and destroy.		
95.	Country Budget Case Files		
	Arranged alphabetically by country and they contain complete budget records for activities within each country with detailed breakdown as to its uses, showing the budgeting processes. These files are the Regional offices input to the ACTION budget.		
	a. IO Regional offices Washington will cut-off files at end of fiscal year, hold 3 years and destroy.		
	b. Destroy after 3 years the budget files retained by Overseas Staff Directors.		
96.	Training Contract Case Files		
	These files are arranged numerically and contain contracts relating to training and employment of consultants. Also included are reviews, supplemental agreements, amendments to contracts, negotiations, program documentation and final reports. These files are Regional office copies of the ACTION Procurement Division files.		
	a. IO/Regional Offices Washington will place terminated contracts in an inactive file, hold 2 years and retire to FRC. FRC will hold 6 years and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	b. Destroy copies held in overseas offices 2 years after contract termination.		
97.	Mid Service Conference Reports		
	These files are arranged by region and alphabetically by country then by name of project. The report is written by one or more of the participants in the conference and is similar to a progress report of that particular project as of that point in time.		
	a. IO/W Regional Offices cut-off when project is completed, hold 1 year and retire to FRC. FRC will retain 6 years and destroy.		
	b. All other offices, including host country offices, cut-off when project is completed, hold 1 year and destroy.		
	OFFICE OF RECRUITMENT AND COMMUNICATIONS (RC)		
	The Office of Recruitment and Communications is responsible for recruitment, processing, and placement of ACTION Volunteer applicants in approved ACTION domestic and international programs, and all activities related thereto.		
	MIS EVALUATION STAFF(RC/MIS)		
98.	Historical Documentation File		
R	This file contains reports documenting the recruitment and placement procedures of ACTION. MIS uses these reports to prepare additional reports with detailed graphs and charts showing year by year comparative analysis of both Peace Corps and VISTA.		
	RC/MIS cut-off at end of 2 years, hold 5 additional years and retire to FRC. Permanent. Offer To Archives in 10 years.*		
99.	Special Studies and Evaluation File		
R	This file contains studies and reports relating to the recruitment, selection and placement of volunteers for Peace Corps and VISTA. Studies were generally prepared under contract and without any backup material.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RC/MIS cut-off at end of 2 years, hold 5 additional years and retire to FRC. Permanent. offer To Archives in 10 years.*		
100.	Proposed Merger File		
	This file relates to the current proposed merger of the Peace Corps and VISTA selection, recruitment and placement functions.		
R	a. RC/MIS cut-off at end of study, hold 5 years and retire to FRC. Permanent. offer To Archives in 10 years.*		
	b. Destroy all other copies when no longer needed.		
	DEPUTY ASSOCIATE DIRECTOR, RECRUITMENT (RC/R)		
101.	Recruiters Manual		
R	This file contains background material, previous issues of the Recruiters Manual, comments and suggestions from the Regional Recruitment Offices for improvement in the Manual, clearances with other offices of interest.		
	RC/R cut-off when project is completed, hold 3 years and retire to FRC. Permanent. offer To Archives in 10 years.*		
102.	Host Country Nationals Personnel Case File		
	Some foreign nationals, under contract from ACTION, recruit volunteers in this country. These are arranged alphabetically by name of the recruiter. It contains correspondence, the recruiter's contract (copy), copies of vouchers of payment, and picture of the recruiter.		
	RC/R cut-off when contract with the recruiter is terminated hold 5 years and destroy.		
	INTERN PROGRAM DIVISION (RC/R/IP)		
103.	Intern Program Case Files		
	Case files are arranged alphabetically by College or University name. Correspondence, reports, cables and other records regarding the Intern Program are filed here. Examples are: Request for Proposal, contract proposal		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	from the University, copy of the negotiated contract and amendments, vouchers for purchases, project descriptions (PC 104), and progress, status, and final reports describing the recruitment processes on campus. a. RC/R/IP will hold 1 year after close of contract and retire to FRC. FRC will hold 5 years and destroy. b. Destroy all other copies after 1 year. DEPUTY ASSOCIATE DIRECTOR, PROCESSING MEDICAL/LEGAL DIVISION (RC/P/M)		
104.	Applicant Medical Case File. Case files are arranged alphabetically by applicant's name. Documentation contains correspondence, application, forms and other records regarding medical information including a physical examination and eyglass prescription. a. Destroy rejected applicants' files after 1 year. b. Acceptable applicants' files will become a part of the volunteers official file.		
105.	Duplicate VISTA Volunteer Medical Case File Case files arranged alphabetically by name, containing a copy of the application, medical information, assessment, evaluation, x-ray results and information reflecting date medical kit sent to persons invited to the program. a. RC/P/M destroy upon completion of the project. b. Official copy is in the official VISTA Personnel Folder.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	APPLICANT RECORDS CENTER (RC/P/RC)		
106.	Official VISTA Volunteer Personnel File Case files arranged by social security number in a modified terminal digit sequence. Includes correspondence, forms and other records documenting the volunteer's employment history, such as application, notices of all personnel actions, travel, pay and leave allowance, vouchers, national agency checks, and Form W-4, Tax Withholding. The file is transferred to the appropriate region during volunteers service and training for file maintenance. RC/P/RC will place in active file when volunteer terminates, hold 1 year and retire to NPRC, St. Louis. NPRC will destroy 75 years from date of volunteer's birth. Use only for records currently held in ARC.		
107. amended by NC-362-75-5 to 1 yr.	Inactive Applicant Case Files Case files arranged by social security number in modified terminal digit sequence containing an application, reference letters, assessment and evaluation of the applicant. These applicants were determined to be ineligible, disqualified, did not respond to medical inquiry or invitation to training. These applicants often reapply. RC/P/RC will hold 3 years and destroy.		
108.	Rejected Applicant Pre-Screen Case Files Case files arranged by social security number in modified terminal digit sequence containing an application, and reference letters. These files are coded 019 which categorizes them as youthful applicants, or older applicants with marginal skills, or skills for which there are no requests. This rejection is the first evaluation of the applicant. RC/P/RC will hold 6 months and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	DEPUTY ASSOCIATE DIRECTOR, PLACEMENT PLACEMENT POLICY AND PLANNING STAFF (RC/P/PP)		
109.	Project Placement Case Files Project case files filed alphabetically by country and containing correspondence, cables, Project Descriptions (PC 104), written requests from host country, memos of understanding, memos to change, and informational material for volunteers ("narrative insert") documenting the placement of volunteers in the project most suited to their talents and specialities. a. RC/P/PP will hold 2 years after placement and retire to FRC. FRC will hold 5 additional years and destroy. b. Destroy all other copies after 1 year.		
110.	U.S. Individual Placement (IP) Case Files Case files arranged alphabetically by country requesting volunteer. Included are cables, correspondence and forms pertaining to the project, written requests from host country, Project Description (PC 104), additional invites for PRIST, (Pre-Invitational Staging), notification of IP invitation responsibilities and an alphabetic roster of selected volunteers. a. RC/P/PP will retire to FRC 1 year after completion of project. FRC will hold 6 years and destroy. b. Destroy all other copies after 1 year.		
111.	United Nations Individual Placement Case Files These case files are arranged alphabetically by the requesting country. Included are cables, and correspondence documenting the coordination and liaison between ACTION and United Nations in the placement of a U.S. volunteer in a United Nations Volunteer project, and includes special U.N. volunteer request, single placement request and a request for U.N. volunteers.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. RC/P/PP will retire the project to FRC 1 year after completion. FRC will hold 6 years and destroy. b. Destroy all other copies after 1 year. STAGING, ORIENTATION, AND ADMINISTRATION (RC/P/SA)		
112.	Comprehensive Staging Reports Filed by season and thereunder by date of departure. These narrative reports give pertinent details and evaluations of the training and instruction provided. a. RC/P/SA will cut-off at end of year, hold 3 years and destroy. b. Destroy all other copies after 1 year.		
113.	PRIST Staging Reports Filed by season and thereunder by date of departure. These narrative reports give pertinent details and instructor evaluation given prospective volunteers prior to their deciding to go to a foreign country. a. RC/P/SA will cut-off at end of year, hold 3 years and destroy. b. Destroy all other copies after 1 year.		
114.	Staging Programs Filed alphabetically by country. Documents the orientation and staging of PRIST, IP, and Comprehensive programs. Included here are: invitation of PRIST, reporting instructions, roster of participants, placement of candidates, record of travel arrangements, payment of overseas departure allowance for trainees and payments for travel allowances. a. RC/P/SA will hold 2 years and retire to FRC. FRC will hold 6 years and destroy. b. Destroy all other copies after 2 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	OFFICE OF PUBLIC AFFAIRS (RC/PA)		
	The mission of the Office of Public Affairs is to inform the American public of ACTION and its programs.		
	OFFICE OF THE DEPUTY ASSISTANT DIRECTOR		
115.	Secretary of State Foreign Policy Report		
	This is the Peace Corps' input into the Secretary of State's Foreign Policy Report, and it relates the Peace Corps' relationship to foreign policy.		
P	a. RC/PA cut-off at the end of the year, hold 3 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. All other offices will cut-off at the end of the year, hold 3 years and destroy.		
116.	Position Papers and Backup Speech Material		
	This material has been prepared for the Director and other staff officials on subjects of current interest.		
	RC/PA will cut-off at the end of the year, hold 2 years, and destroy.		
117.	Official Speech File		
	Arranged in chronological order by place of delivery. The speech file will contain the official speeches of the Director of ACTION and other top Agency officials.		
P	a. RC/PA will cut-off at the end of the year, hold 2 years and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. Destroy all other copies when no longer needed.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	PUBLIC INFORMATION		
118.	ACTION News Publications		
	News publications consisting of ACTION News Digest, InterACTION News Letter, Volunteer (the Peace Corps Magazine, now obsolete) and other similar news periodicals.		
R	a. RC/PA will retain a record set of these publications to be held 2 years and retired to FRC. Permanent. Offer To Archives in 10 years. *		
	b. All other offices destroy when no longer needed.		
	NEWS BUREAU		
119.	Press Releases		
	The press releases are contained within "Release Books" and they consist of the release, register number, person who wrote release, date, and title of release.		
R	a. RC/PA will retain a record set of these releases to be held 4 years and retired to FRC. Permanent. Offer To Archives in 10 years.*		
	b. RC/PA will hold extra copies of press releases, cut-off at end of the year, hold 1 year and destroy.		
	c. All other offices will cut-off at end of year and destroy.		
120.	Radio and TV Tapes		
	These tapes are located throughout the various offices of Public Affairs and also the ACTION Reference Library. The tapes include speeches and press conferences of President Kennedy relating to the Peace Corps, the farewell address of Director Shriver and interview of Senator Humphrey in November 1961. Also, there are tapes of interviews with returning Peace Corps volunteers.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
R	RC/PA and all other offices in possession of these tapes will retire them to the FRC when no longer needed. Permanent. Offer To Archives in 10 years.*		
	OFFICE OF POLICY AND PROGRAM DEVELOPMENT		
	The Office of Policy and Program Development assists the Director in establishing policies on all major subjects, agency-wide. It aids in the development of a management information system, agency-wide evaluations, planning and resources allocation appropriate to the objectives set, and is the agency research and development arm doing new program research and concept formulation, project development that is ACTION-funded, and project development that is inter-agency funded.		
121.	Experimental Program Files		
	File by name of program. Contains correspondence, reports, working papers and statistics regarding the new program. These programs are being tested to be sure that they can produce the desired effect.		
	a. Effective, on-going programs will be transferred to the office responsible for the function on a permanent basis.		
	b. Ineffective, or otherwise inactive programs, will be held 1 year and destroyed.		
	OFFICE OF THE ASSOCIATE DIRECTOR FOR ADMINISTRATION AND FINANCE (A&F)		
	The mission of the Associate Director for Administration and Finance is to provide a full range of administrative services, including those of budgeting, accounting, computer, procurement, personnel, and general services, in support of ACTION programs, both domestic and international.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	MANAGEMENT ANALYSIS (A&F/M)		
122.	Organizational Projects		
	Reports and studies regarding organizational practices and procedures of all ACTION offices created upon request for management analysis and evaluation.		
R	a. A&F/Management Analysis will cut-off their files at the end of the year, hold 2 years and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. All other copies will be destroyed when no longer needed.		
123.	Organization, Mission and Function Files		
	Studies, reports, correspondence and organizational charts reflecting the ACTION organization, mission and functions.		
R	a. A&F/Management Analysis will cut-off these files at the end of the year, hold 5 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. Destroy all other copies when no longer needed.		
	BUDGET DIVISION (A&F/B)		
124.	Shared Administrative Support Files		
	These files contain the support agreements and all correspondence, statistical computations, and cost factors regarding the various government agencies support of the Peace Corps operations in specific countries.		
R	a. A&F/Budget Office will cut-off at the end of the fiscal year, hold 3 years, and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. All other offices will cut-off files at the end of the fiscal year, hold 2 years and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
125.	Budget Files These files consist of ACTION budget preparation for submission to OMB and Congress, along with budget statements, congressional presentations, hearings, transcripts, supplemental appropriations, and allotments. a. A&F/Budget Office will cut-off at the end of the fiscal year, hold 2 years, and retire to FRC. Permanent. Offer To Archives in 10 years.* b. All other offices will cut-off files at the end of the fiscal year, hold 3 years and destroy. ACCOUNTING DIVISION (A&F/A) ACCOUNTING OPERATIONS BRANCH		
126.	Computer Backup Printouts This is the computer printouts used in compiling the statistical and financial periodic reports required to be furnished by the Accounting Operations Branch. a. A&F/Accounting Operations Branch will cut-off at the end of fiscal year, hold 2 years and retire to FRC. FRC will retain 2 years and destroy. b. All other offices will destroy when superceded, no longer needed, or end of the current fiscal year, whichever is applicable.		
127.	Periodic Financial Accounting Reports These reports consist of but are not limited to the following: SF 133 "Report on Budget Execution" SF 220 "Statement of Financial Condition" SF 224 "Statement of Transactions" SF 225 "Report on Obligations" A 65 "International Transactions" A 93 "Man Year and Personnel Benefits Cost" A 84 "Geographical Location"		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	BA 6727/6728 "Accrual Basic Account" BAR 2108 "Statement of Unexpended Balances" BP 8 "Puerto Rico Statement Expenses and Receipts" BE 139 "Advances to Liberia" TC 930 "Overseas Expenditures" "Detail Transaction Listing" "Pan American Union Calendar Year Report" "Peace Corps Obligations" a. A&F/Accounting Operations Branch will cut-off at the end of fiscal year, hold 4 years and destroy. b. All other offices will cut-off at end of fiscal year, hold 1 year and destroy. FISCAL SERVICES BRANCH		
128.	Vouchers and Schedules of Payments These files consist of but are not limited to the following: SF 1166 "Schedules of Payments PC 58 "Voucher Payment Record" "Schedule of Cancelled Checks" a. A&F/Fiscal Services Branch will cut-off at end of the fiscal year, hold 3 years, and retire to the FRC. Disposition will be in accordance with GAO Instructions. b. All other offices will cut-off at end of fiscal year and destroy.		
129.	SF 211 "Request for and Designation of Cashier" When this form is superseded or a new Cashier is designated, the inactive files are removed from the active files. a. A&F/Fiscal Services Branch will hold inactive files 2 years and retire to FRC. FRC will retain 10 additional years and destroy. b. Destroy all other copies when no longer needed.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
130.	Payroll Computer Printout This is the computer printout of the payroll for Washington and the Regional Offices arranged chronologically by payroll period. a. A&F/Fiscal Services Branch will hold 2 years and retire to FRC. FRC will retain 10 additional years and destroy. b. All other offices will destroy when no longer needed.		
131.	Government Transportation Requests These are 3 X 8" documents giving specifics on transportation requests. a. A&F/Fiscal Services Branch will cut-off files at the end of the year of final payment, hold 4 years, and retire to FRC. Disposition will be made in accordance with GAO instructions. b. A&F/Travel Branch will cut-off issuing office memoranda copy at end of year, hold 2 years, and destroy.		
	STAFF AND VOLUNTEER PAYROLL SERVICES BRANCH		
132.	Staff and Volunteer Payroll Records These records document the earnings of each individual. A&F/Staff and Volunteer Payroll Services Branch will cut-off at the end of the fiscal year, hold 3 years, and retire to NPRC (National Personnel Records Center), St. Louis. Disposition will be in accordance with GAO Instructions.		
	ADMINISTRATIVE SERVICES (A&F/AS)		
133.	Property Inventories This is a comprehensive listing of government property charged to a specific country, region, grant, or contract. These file		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	folders contain correspondence, vehicles, disposition, acquisition, inventory, and audit records. a. A&F/Administration Services will cut-off the files at the end of the year, hold 3 years after completion of grant, contract, or disposition of all inventory in a given country and destroy. b. All other offices will cut-off when no longer pertinent, hold 2 years and destroy.		
134.	Vehicles Files This includes documents containing the request for justification, disposition, and correspondence regarding vehicles. a. A&F/Administrative Services, Washington, will cut-off these files at the end of the year, hold 4 years, and destroy. b. All other offices will cut-off at the end of the year, hold 2 years and destroy.		
135.	Building and Parking Space Case File The assignment of building and parking space, both regional and Washington, and all documentation regarding space. a. A&F/Administrative Services will cut-off the file at the end of the year, hold 2 years and destroy. b. All other offices will cut-off the file at the end of the year, hold 1 year, and destroy.		
136.	Office and Services and Telecommunications Subject File These records concern mail, telephone service, long distance calls, FTS, WATS and telephone directories input, door signs, supplies, etc.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. A&F/Administrative Services will cut-off these files at the end of the year, hold 2 years, and destroy. b. All other offices will cut-off files at the end of the year, hold 1 year, and destroy.		
137.	Physical Security These files contain information regarding security, building security, thefts, safety programs, and security violation. a. A&F/Administrative Services will cut-off the correspondence files at the end of the year, hold 2 years, and destroy. b. Copies of plans and directives will be destroyed when superseded.		
138.	Emergency Preparedness Plans Plans, correspondence and reports regarding protection of life and property during emergency conditions. R a. A&F/Administrative Services will cut-off the file at the end of the year, hold 2 years, and retire. Permanent. Offer To Archives in 10 years. b. Destroy all other copies when superseded.		
139.	Cable Files Cables are arranged alphabetically by country and thereunder by date. Cables are received and dispatched thru State Department channels. These cables pertain to a host of subjects regarding international situations, Peace Corps actions that require priority handling, and country conditions. a. ACTION Telecommunications and Mail Branch will file cables by country and thereunder by date.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(1) Files dated after January 1, 1974, will be cut-off at the end of 6 months, held 6 months, and destroyed.		
	(2) Files dated before January 1, 1974, will be cut-off at the end of 6 months, held 6 months, and retired to FRC. FRC will destroy 8 years later.		
	b. All PC/W offices will cut-off their chronological cable files at the end of 1973 and retire to FRC. FRC will hold 8 years and destroy. Thereafter, cables will be filed by subject content.		
	c. All overseas Peace Corps offices will cut-off their cables at the end of the year, hold 2 years and destroy.		
	PROCUREMENT DIVISION (A&F/P) CONTRACTS BRANCH		
140.	Contract Files		
	These case files contain all documentation on each contract. They are filed by contract number. Each contract file contains contracts and amendments, clearances and negotiations, funding or obligating document, contractors bid, correspondence, payment schedule and copy of voucher.		
	a. A&F/P Contracts Branch will place contract in a closed-case file upon final payment, hold 3 years and retire to FRC. Disposition shall be made in accordance with GAO Instructions.		
	b. Fiscal Services copy of above file, containing a copy of the contract and all fiscal payments maintained in A&F/A Fiscal Services, will be placed in a closed file upon final payment, held 2 years, and destroyed.		
	c. All other offices will destroy 4 years from date of contract.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
141.	Unsuccessful Bidders Bids received upon advertisement of contract which were not accepted. A&F/P/Contracts Branch will hold 6 months after start of contract and destroy.		
142.	Company Files (Overhead Rates) This is an alphabetic file of contractors containing background information regarding the contractor, including copies of audits, financial statements and standing, correspondence, and printed material. A&F/P/Contracts Branch will hold 10 years and destroy.		
143.	Leases Leases are filed by regions and thereunder alphabetically by country. This file contains a copy of foreign property leases and forwarding correspondence. a. A&F/P/Contracts Branch will hold 1 year after termination of lease and retire to FRC. FRC will hold 5 years and destroy. b. Overseas offices will destroy host country property leases 2 years after termination of lease. c. Destroy all other copies one year after termination of lease. GRANTS BRANCH		
144.	Grant File These are case files which contain all essential documentation for each grant. They are filed by grant number and name of grantee. Each grant case file contains A 106 Grantee's Cash Request, A 16 Notice of Grant Award, Notice of Acceptance of Grant Award, A 1404 Procurement Request, A 17 Grantee Report of		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Expenditures, A 19 Request for Rebudgeting, A 270 Final Cumulative Cost and Cash Received Report, Report of Contract, Correspondence, A 81 Application for Project Grant, Pre-award Grantee Survey Checklist, and Grant Officers Business Clearance. a. A&F/P/Grants Branch will place the grant file in a closed-case file upon final termination of the grant, hold 3 years, and retire to FRC. Disposition shall be made in accordance with GAO Instructions. b. Fiscal Services copy of above file, containing a copy of the grant and other payments, will be placed in a closed file upon termination, held 2 years, and destroyed.		
	SMALL PURCHASES BRANCH		
145.	Government Bills of Lading This file contains both Government Bills of Lading and Certificate-in-lieu. They are filed numerically. a. A&F/P/Small Purchases Branch will cut-off at the end of the year of final payment, hold 3 years, and retire to FRC. Disposition shall be made in accordance with GAO Instructions. b. A&F/A/Fiscal Services Branch will cut-off at the end of the year of final payment, hold 3 years, and destroy. c. A&F/Travel Branch will cut-off memoranda copy at the end of the year, hold 2 years, and destroy.		
146.	Purchase Orders These files contain copies of SF 147, 148, and 44, plus information about final payment. a. A&F/P/Small Purchases Branch will, upon final payment, remove files from active		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	files and place with the closed files. These files will be destroyed 2 years after final payment.		
	b. A&F/A/Fiscal Services Branch will remove from active files and place in closed file upon final payment. These files will be held 3 years after final payment and sent to FRC. Disposition shall be made in accordance with GAO Instructions.		
147.	GSA Scheduled Items		
	These items are handled in the Small Purchases Branch, however, they often run beyond the $2,500.00 limitation. Because they are of a continuing nature, they are handled as blanket authorizations.		
	A&F/P/Small Purchases Branch will cut-off these files at the end of the year, hold 2 years, and retire to FRC. Disposition will be made in accordance with GAO Instructions.		
	TECHNICAL SERVICES DIVISION (A&F/T) PAPERWORK AND PRINTING BRANCH		
148.	Internal Directives and Issuances		
	This file consists of Orders, Delegations of Authority, Handbooks, Manuals, Information Notices, Publications, Posters, Flyers, Pamphlets, and Telephone Directories, with all changes and backup.		
	A&F/T will retire to FRC a record set of all issuances annually. Permanent. Offer To Archives in 10 years.*		
149.	Peace Corps Manual		
	Record copy, with all changes, of the original Peace Corps Manual.		
	A&F/T will retire to FRC when new revised manual is published. Permanent. Offer To Archives in 10 years.*		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
150.	Records Disposition File		
	This file contains the policy, procedures, agreements, and substantive material regarding the records program of ACTION.		
R	(a) ~~(1)~~ Policy and operating instructions. Cut-off at the end of 5 years, hold 3 years, and retire to FRC. Permanent. Offer To Archives in 25 years.*		
R	(b) ~~(2)~~ SF 115 Request for Authority to Dispose of Records. One copy of all approved SF 115's will be retained for the life of the Agency. Permanent. Offer To Archives in 10 years.* Retire To Archives when no longer needed.		
X	(c) ~~(3)~~ SF 135 Records Transmittal and Receipt. A&F/T will maintain one copy of all ACTION SF 135's. SF 135's will be destroyed 3 years after records to which they pertain are destroyed.		
	(d) All other offices will destroy SF 135's when no longer needed.		
151.	Forms Master Files		
	This file documents the inception and scope of the forms and its development to date. This is the master file. It documents how often it is revised and by whom, how often reprinted, when superseded, revised, or cancelled.		
	A&F/T will maintain only the active, current forms; as they become obsolete or are cancelled, they will be separated into an inactive file, held 3 years, and retired to FRC. Permanent. Offer To Archives in 10 years.*		
152.	Task Orders. ACTION Form 128.		
	These files are filed by order number and reflect the date sent out, date due, date order was completed, the office responsible, and the cost.		
	a. A&F/P/Contracts Branch has the official copy of the contract. See Contracts Files for disposition, item 19.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	b. A&F/T file, which duplicates above files, will be held 2 years, and retired to FRC. FRC will destroy 4 years later.		
153.	Government Printing Office Requisitions Records relating to requisitions on the Public Printer, and all related supporting papers. a. A&F/T will destroy 4 years after completion or cancellation of the requisition. b. A&F/A will destroy 4 years after period covered by related account.		
154.	VISTA Group Hospitalization Benefit Claims These files date from 1970 to date and are filed alphabetically by name of VISTA Volunteer. The file consists of letters from and to the VISTA Volunteer regarding the state of his health, advice, and information on the status of the claim. A&F/T will destroy 1 year after termination of VISTA Volunteer.		
	TRAVEL BRANCH		
155.	Staff Travel Case Files This file consists of SF 1169c Transportation Requests, ACTION Form 118 Temporary Duty Travel Order, PC Form 244 Request and Authorization of Official Travel, correspondence regarding travel or shipping. It is arranged alphabetically by name of employee. a. A&F/T/Travel Branch cut-off with termination of service, move to an inactive file, hold for 1 year, and destroy. b. All other offices cut-off with termination of service and destroy.		
156.	Volunteer Travel Case File The documentation includes travel instructions to Peace Corps Volunteers, correspondence		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	with Airlines dealing with travel or tickets or other matters related to travel, such as weight limitations. The file is arranged alphabetically by country and numerically by project number. a. A&F/T/Travel Branch cut-off at end of project, hold 6 months, and destroy. SEE: NN 167-93. b. All other offices cut-off at end of project and destroy.		
157.	Country Travel Files These files are arranged alphabetically by country and contain cables, country correspondence, local correspondence, baggage/freight, individual Peace Corps Trainee/Peace Corps Volunteer travel, and individual placement. a. A&F/T/Travel Branch cut-off at end of the project year, hold 6 months, and destroy. SEE NN 167-93. b. All other offices cut-off at end of year and destroy.		
158.	Government Bill and Lading (SF 1103A) and Government Travel Requisition (SF 1169b) File The file contains the Memorandum Copy of both GBL's and GTR's arranged and filed consecutively by number. Official File Copy of GBL's is in Small Purchases Branch and GTR's in the Fiscal Services Branch. A&F/T/Travel Branch cut-off at the end of the year, hold 2 years, and destroy.		
	TELECOMMUNICATIONS AND MAIL ROOM BRANCH (TMB)		
159.	Telephone Directory of ACTION Backup Material File consisting of the Request for Service, changes in listing, suggestions for the directory and any other material relating to the revision of ACTION Telephone Directory.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	A&F/AS/TMB will destroy after receipt of the revised current edition of ACTION Telephone Directory.		
160.	Printout of Long Distance Telephone Calls - Outgoing These printouts of outgoing long distance calls are broken down by branch and filed in chronological order after certification by branch chiefs as to correctness. A&F/AS/TMB and all other offices destroy 3 months after receipt of current months printout.		
	PERSONNEL DIVISION (A&F/PER) PERSONNEL OPERATIONS BRANCH		
161.	Official Personnel Staff Folders These files contain all official documentation of ACTION staff employment. This includes the Washington personnel and staff assigned to foreign countries. a. ACTION Personnel Office will maintain the official folder as required by Federal Personnel Manual. Folders of separated employees will be placed in an inactive file and transferred to NPRC (CPR), St. Louis, Missouri, 30 days after separation. Dispose 75 years after birth of employee. b. All other offices will maintain only copies of the personnel documentation and will remove this informational personnel folder upon separation or release of employee from ACTION, hold one year, and destroy.		
162.	Various Computer Personnel Reports These are voluminous statistical reports relating to personnel. a. A&F/PER cut-off at end of year, hold 2 years, and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
163.	Merit Promotion Files Correspondence regarding merit promotion with employees and supervisors. These are filed on the left side of the Official Personnel Folder. A&F/PER will hold 1 year and destroy.		
164.	Personnel Applicant Files Files of individual SF 171's which are retained to be used if a vacancy occurs. A&F/PER will return forms to applicant after a predetermined period of time.		
	LABOR AND EMPLOYEE RELATIONS BRANCH		
165.	Incentive Awards Program These files are arranged by name of award, such as Sustained Superior Performance, Distinguished Voluntary Service, Arthur Fleming Award, etc. a. A&F/Labor & Employee Relations Branch/W will hold 3 years and retire to the FRC. FRC will hold 5 years and destroy. b. A&F/PER/Operations Branch will file a copy in the employee Official Personnel Folder on the left side. When employee leaves the agency, the copy will be removed and destroyed.		
166.	Employee Relations Case Files These files consist of adverse actions, appeals to adverse actions, background material and correspondence. These files are based on disciplinary or adverse actions taken against an ACTION employee. Loss of job sometimes results from these actions. Arranged in 2 tabbed folders, one considered the office file and the other the appeal file. Both files are essentially the same. Arrangement is alphabetical by name of employee.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
R	a. A&F/Labor & Employee Relations Br/W will hold 10 years and retire to the FRC. Permanent. Offer To Archives in 10 years*		
	b. All other offices will hold 5 years and destroy.		
167.	Employee Relations Grievances Case Files		
	These files are arranged alphabetically by employee name and contain all the related documentation of the grievance and the action taken. These cases are initiated by the employee who is complaining of working conditions and hours. These cases usually are settled in the office.		
	a. A&F/Labor & Employee Relations Br/W will hold 5 years after close of case and destroy.		
	b. All other offices will hold 2 years after close of case and destroy.		
168.	Labor Relations Hearing Files		
	These files consist of hearings and transcripts and a history file of the case usually related to a specific union activity.		
R	a. A&F/Labor & Employee Relations Br/W will hold 10 years after close of case and retire to FRC. Permanent. Offer To Archives in 10 years.*		
	b. All other offices will hold 2 years after close of case and destroy.		
169.	Labor Relations Case Files		
	These files consist of Union correspondence of a general nature, backup material of labor relations policy, drafts of labor relations policy orders. NOTE: These files are not the hearing or transcript files.		
	a. A&F/Labor & Employee Relations Br/W will hold 10 years after completion of case and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	b. All other offices will hold 2 years after completion and destroy.		
	PERSONNEL SECURITY BRANCH		
170.	Personnel Security Clearance Case Files		
	These files contain a record of investigations of persons employed by ACTION or persons seeking employment with ACTION. Investigative reports conducted by the FBI and Civil Service Commission are returned to originator. ACTION investigative reports remain with the case.		
	A&F/Personnel Security Branch will place closed cases in the inactive file, hold 3 years and retire to FRC. FRC will hold 27 additional years and destroy.		
	OFFICE OF THE GENERAL COUNSEL (GC)		
	The mission of the Office of the General Counsel is to provide legal advice and counsel to the Director, agency officials and volunteers for both domestic and international programs.		
171.	Policy and Precedent Files		
	Subject file regarding policy or precedent procedure on ACTION functions.		
R	a. General Counsel will set up a new file each 10 years, hold 2 additional years, and retire to FRC. During the 2 years, any policy or procedure referred to would be removed from the file and brought forward to the new file. ~~FRC will hold permanently.~~ Permanent. Offer to Archives in 10 years.*		
	b. All other offices will hold 5 years and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
172.	Legislation Files Includes legislation of interest to ACTION, pending bills, proposed legislation, and congressional presentations regarding the ACTION organization, reorganization or the modification of an ACTION procedure. Hold 10 years and retire to FRC. Permanent. Offer To Archives in 10 years.*		
173.	Litigation Case Files Alphabetical case files by litigant name. Records relate to criminal and tort claims and Volunteer incident cases. They provide the rationale, the verdict, and the disposition of the case. File closed cases in a separate file. General Counsel will hold 1 year after case is closed and retire to FRC. FRC will destroy after 3 years.		
174.	Volunteer Claims Case Files Correspondence and legal document relating to accident, tort, insurance, and other claims. a. Claims settled, closed, or rejected will be cut-off at the end of the year of settlement or closure; held 1 year, and retired to FRC. FRC will destroy 3 years later. b. Accident claims, where the report is filed but there is no claim, cut-off at the end of last action; hold 2 years; and retire to FRC. FRC will destroy 3 years later.		
175.	Use of Peace Corps Name File This file consists of the requests for use of Peace Corps name and reports of individuals and companies who are using the Peace Corps name illegally. a. General Counsel will cut-off at the end of		

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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
	year, hold 3 years, and retire to FRC. FRC will destroy after 3 years.		
	b. All other offices will cut-off at end of the year, hold 2 years, and destroy.		
176.	Correspondence with VISTA Lawyers		
	This material is filed by city in which lawyer is located. The lawyers are under contract with VISTA to defend VISTA Volunteers under indictment in the city or region where he resides. Correspondence regarding specific cases are filed in the case folder.		
	a. General Counsel will cut-off at the end of the year, hold 3 years, and sent to FRC. FRC will hold 3 years and destroy.		
	b. All other offices will cut-off at the end of the year, hold 2 years, and destroy.		
177.	Vehicle Accident Reports		
	Documentation regarding the background of the accident, facts, and the final outcome or adjudication of the case.		
	a. General Counsel will cut-off their records at the end of the year, hold 6 years and destroy.		
	b. All other offices will cut-off at the end of the year, hold 3 years and destroy.		
	OFFICE OF CONGRESSIONAL AFFAIRS (CA)		
	The mission of the Office of Congressional Affairs is to coordinate and oversee all official agency contacts with the Congress and to provide an informational resource on all legislative and other Congressional activities for the headquarters and regional offices of ACTION.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
178.	Daily Report of Congressional Activity This is a chronological report of Congressional activity that relates to ACTION. This compilation is prepared by CA for information and guidance of top management.		
R	a. CA will cut-off at the end of the second session of Congress, hold 2 years and retire to FRC. Permanent. Offer To Archives in 10 years. * b. All other copies will be cut-off at the end of 2 years and destroyed.		
179.	Congressional Correspondence File A comprehensive file consisting of a copy of each document written by ACTION to the Congress.		
R	a. CA will cut-off at the end of the second session of each Congress, hold 2 years and retire to FRC. Permanent. Offer To Archives in 10 years * b. All other copies will be cut-off at the end of 2 years and destroyed.		
180.	Peace Corps Legislation File (1961-1971) This file is arranged chronologically by year, starting with 1961, and contains primarily printed copies of bills or congressional acts.		
R	CA will cut-off at the end of year, hold 2 years and retire to FRC. Permanent. Offer To Archives in 10 years.*		
181.	Congressional Hearing File These records are arranged chronologically. The file contains a register by date of the hearing, subject matter, name of Committee and ACTION officials appearing as witnesses, with a copy of the Congressional Record containing the testimony.		
R	CA will cut-off at end of year, hold 5 years and retire to FRC. Permanent. (NN 167-72.) Offer To Archives in 10 years.*		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
182.	Legislative History Files Proposed bills, opinions, recommendations, debates and related records dated 1971 to current date pertaining to the preparation and coordination of proposed ACTION legislation and other laws of particular interest to ACTION. a. CA will cut-off at end of the second session of Congress and retain, ~~in Agency, for the life of the Agency~~. Permanent. Offer To Archives in 10 years.* b. Additional copies will be cut-off at the end of each Congress and destroyed when no longer needed.		
	OFFICE OF MINORITY AFFAIRS (MA) The Office of Minority Affairs has the overall responsibility for developing, promulgating, implementing, and interpreting all policies and practices with regard to equal employment opportunity for women and minority group members. The office is responsible for assuring that the Agency takes affirmative action to deal with prevention and prohibition of discrimination on the basis of race, religion, sex, and national origin.		
183.	EEO Affirmative Action Plan This is a plan that is furnished the Civil Service Commission on a fiscal year basis, containing goals and plans for the coming fiscal year. These files include backup and reference material that MA used in preparing the final plan. a. MA/W cut-off at the end of year, hold 4 years, ~~and retire to FRC. FRC will retain 2 years~~ and destroy. * b. All other offices cut-off at the end of year, hold 2 years, and destroy.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
184.	Minority Complaint Case Files This is the full documentation of the minority complaint cases. They are filed alphabetically by name of complaint. a. MA/W cut-off at the end of the year, hold 2 years, and retire to FRC. Permanent. Offer to National Archives 10 years after retirement. b. All other offices cut-off at the end of year, hold 2 years, and destroy.		
185.	Statistical Reports, Compilations, and Related Backup Material These reports are made semi-annually in November and May for inclusion in the Census Report for the Civil Service Commission and monthly for the Central Personnel Data File. These reports deal with subjects such as breakdown by minority groups in key positions, supergrades, women, Spanish surnamed, etc. a. MA/W cut-off at end of year, hold 4 years, ~~and retire to FRC. FRC will retain 2 years~~ and destroy.* b. All other offices cut-off at end of year, hold 2 years, and destroy.		
186.	Agency Statistical Reports, Compilations, and Related Backup Material This is an Agency report made quarterly. It is an eight or nine page summary of statistics. These reports deal with subjects such as breakdown by minority groups in key positions, supergrades, women, Spanish surnamed, etc. a. MA/W cut-off at the end of the year, hold 2 years, and retire to FRC. Permanent. Offer to National Archives 10 years after retirement. b. All other offices cut-off at the end of year, hold 2 years, and destroy.		