

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1.490.95.9	DATE RECEIVED 1.23.95
1. FROM (Agency or establishment) Peace Corps		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tom Feirce	5. TELEPHONE (202) 606-3261	DATE JUN 22 1995	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE 1/18/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tom Feirce</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached four pages		

*Copies sent to agency, NNS, NNT, NIA 7/12/95*

This is *Stray*  
*Tom*

5/25

ATTACHMENT TO SF 115, PEACE CORPS, JOB NO. N1-490-95-9

OFFICE OF SPECIAL SERVICES

- 1 A. Volunteer/Trainee Death Case Files, 1962 to present. 5 cubic feet. Arranged alphabetically by surname of Volunteer or Trainee.

These records consist of applications, cables, correspondence, death certificates, memorandums, property inventories, press clippings, resumes, reports, and other materials relating to the death of Volunteers and Trainees.

1a 4a. Headquarters Files.

1a(1) 4a(1). Microfiche files, 1962-~~1980~~<sup>1992</sup>

Disposition. PERMANENT. Maintain in Office of Special Services. Transfer to the National Archives and Records Administration in January 2011, when the most recent file is 30 years old.

1a(2) 4a(2). Paper files, ~~1981~~<sup>1993</sup> to present

Disposition. PERMANENT. Maintain in Office of Special Services. Transfer to the National Archives and Records Administration annually when the files are 30 years old.

1a(3) 4a(3). Videotapes, 1992 to present

Disposition. PERMANENT. Maintain in Office of Special Services. Transfer to the National Archives and Records Administration in five-year blocks when the oldest tape is 10 years old. [Job No. N1-362-90-3].

1a(4) 4a(4). Slides, 1962-1980

Disposition. PERMANENT. Maintain in Office of Special Services. Transfer to the National Archives in five year blocks when the oldest material is 10 years old. [Job. No. N1-490-92-02]

1 b 4b. Overseas Post Files.

Disposition. PERMANENT. Transfer to Office of Special Services at Headquarters after completion of investigation. Interfile original material in HQ file. (NOTE: Post records duplicating material in the HQ file may be destroyed by the Office of Special Services at the time of interfiling.)

- 2 B. Administrative Separation Appeal Case Files, 1984 to present. 4.5 cubic feet. Arranged alphabetically by surname of Volunteer.

These records consist of appeals, correspondence, messages, memorandums, press clippings, and reports relating to non-voluntary, disciplinary discontinuance of Volunteer service.

- 2a 5a. Administrative separation appeal case files supporting permanent litigation case files

Disposition. **PERMANENT.** At case closure, transfer from Office of Special Services to the Office of the General Counsel. Hold 30 years after case closure. Transfer to the National Archives and Records Administration along with the permanent litigation case files.

- 2b 5b. All other case files.

Disposition. **TEMPORARY.** Do not transfer to a Federal Records Center. Hold for 60 years after case closure and then destroy.

- 3 6. Post (Overseas) Volunteer Country Files. Arranged alphabetically by surname of Volunteer.

These records consist of cables, copies of passports and other identification, correspondence, descriptions of service, emergency contact and evacuation forms, insurance applications, leave statements, loan deferments, memorandums, oaths of service, pre-training questionnaires, property inventories, recommendations from associates, and other materials relating to post-generated administrative paperwork on Volunteers.

Disposition. **TEMPORARY.** Hold at post. Hold one year after close of service and destroy.