

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-362-88-2

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

10-21-87

1. FROM (Agency or establishment)

Peace Corps

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Office of the Associate Director for Management

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

Office of Administrative Services

4 NAME OF PERSON WITH WHOM TO CONFER

John von Reyn

5 TELEPHONE EXT

254-6020

DATE

10/20/87

ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

10/20/87

C SIGNATURE OF AGENCY REPRESENTATIVE



John M. von Reyn

D TITLE

Chief, Paperwork and Records Management
Branch

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Volunteer Description of Service (DOS)</u> The DOS is a one-to-two page document completed by each Volunteer prior to their completion of service and is maintained at Peace Corps Headquarters. It is used to verify the training and service of Peace Corps Volunteers and their Federal employment tenure benefits. VOLUME: 1 cubic foot per year (paper) SECURITY: Store in a locked room. ARRANGEMENT: Alphabetical by last name DISPOSITION: Hold for 1 year after the Volunteer's completion of service and microfiche. a. Paper copy. - Destroy after verification with microfiche. b. Microfiche copy. - Destroy 60 years after completion of service date.</p>	none	