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|--|---|---|----------------------------------|--|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |   |   | JOB NUMBER<br><i>NI-490-10-1</i> |  |  |
| To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |   |   | Date received<br><i>06/28/10</i> |  |  |
| 1 FROM (Agency or establishment)<br>Peace Corps  |   | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |                                  |  |  |
| 2 MAJOR SUBDIVISION<br>Deputy Chief of Staff   |   |   |                                  |  |  |
| 3 MINOR SUBDIVISION<br>Office of Congressional Relations   |   |   |                                  |  |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Valery Garrett, PhD   |   | 5 TELEPHONE NUMBER<br>(202) 692-1096  | DATE<br><i>15 Oct 2010</i>       | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</i> |  |
| 6 AGENCY CERTIFICATION<br>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 one (1) page are not needed now for the business for 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 |   |   |                                  |  |  |
| DATE<br>6/24/2010  |   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Valery Garrett</i>   |                                  | TITLE<br>Records Management Officer                  |  |
| 7 ITEM NO  | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9 GRS OR SUPERSEDED JOB CITATION  |                                  | 10 ACTION TAKEN (NARA USE ONLY)                      |  |
|  | <p>The Office of Congressional Relations develops the Peace Corps' congressional strategy, coordinates activities related to all legislative issues and interests, and serves as the official liaison between the Peace Corps Director and Members of Congress and congressional staff. The Congressional Relations staff produces the agency's annual Congressional Budget Justification document each year with support from the Office of the Chief Financial Officer.</p> <p>The Office of Congressional Relations coordinates strategy for legislative and other congressional activities, including tracking the authorization and appropriations process for the Peace Corps' annual budget; handles constituent cases, involves Members of Congress and their staff in special events related to the Peace Corps; and provides information about, and enhance the visits of, congressional delegations (CODELS) and staff delegations (Staffdels) to Peace Corps countries.</p> <p>(see attached)</p> | NC 174-189, item 179<br>NC 174-189, item 181<br>(see attached)  |                                  |  |  |

## 1. Congressional Correspondence

Correspondence between the Peace Corps and the U.S. Congress.

### 1.1 General Correspondence [supersedes NC 174-189, item 179]

Correspondence pertaining to Peace Corps issues and interests. Primarily includes materials sent to congress, but can include correspondence from congressional members. Includes but is not limited to requests for assistance on specific issues, responses to hearing requests, re-election congratulations, informational letters, and Peace Corps reports or other documents submitted to relevant committees or subcommittees. The reports and other documents include the Semi-Annual Report of the Peace Corps Inspector General (SARC) and the Peace Corps' Annual Budget Justification.

**NOTE:** From the 112<sup>th</sup> Congress (2011) forward, the record copy will consist of one copy *only* of correspondence sent to more than one congressional member or committee and a list of recipients.

**Permanent.** Cut off at the end of the second session of each congress (at the end of each presidential administration), hold 4 years, and transfer to a Federal Records Center. Transfer to the National Archives ten years after cut-off.

### 1.2 Constituent Correspondence [new item]

Correspondence from Congress regarding constituent issues and Peace Corps' responses to constituent issues.

**Temporary.** Cut off every two years, at the end of each congressional session. Destroy four years after cut-off.

## 2. Congressional Hearing Files [supersedes NC 174-189, item 181]

Congressional hearing briefing binders are compiled whenever individuals are nominated to serve Peace Corps as well as for Peace Corps officials appearing before congress. Each briefing binder is labeled with the hearing date, subject of the hearing, and the name of the committee or sub-committee. After the hearing, a copy of the Congressional Record about the hearing is added to the briefing binder.

**Permanent.** Cut off at the end of the second session of each congress (at the end of each presidential administration), hold 4 years, and transfer to a Federal Records Center. Transfer to the National Archives ten years after cut-off.