

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-490-12-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-27-2012</i>	
1. FROM (Agency or establishment) Peace Corps		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Region			
3. MINOR SUBDIVISION Overseas Posts – Medical Office			
4. NAME OF PERSON WITH WHOM TO CONFER Valery Garrett, PhD	5. TELEPHONE NUMBER (202) 692-1096	DATE <i>11 Mar 15</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>3</u> page(s) 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3/23/2012	SIGNATURE OF AGENCY REPRESENTATIVE <i>Valery Garrett</i>		TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1-12	Peace Corps Volunteers currently serve in 76 countries in Africa, Asia, the Caribbean, Central and South America, Europe, and the Middle East. Collaborating with local community members, Volunteers work in areas like education, youth outreach and community development, the environment, and information technology.  Each country served by the Peace Corps has an overseas post, usually located in the capital of the country. Each post has a Peace Corps country director and a staff of administrative, program support, training and health professionals. Their jobs are to provide Volunteer support and implement the Peace Corps program. Staffs are composed of both Americans and host country nationals or citizens of other countries.  Each overseas post has a comprehensive health program for Volunteers, managed by a Peace Corps Medical Officer (PCMO), a physician, physician's assistant, nurse practitioner, or nurse.	See Attached	

## Medical Office (Overseas Posts)

1. **DEA (Drug Enforcement Agency)/ Controlled Substance Log** (New)

DEA log dedicated to dispensing and disposal of controlled substances at post.

**Temporary.** Cut off when begin a new log. Destroy 3 years after cutoff.

2. **Immunization Files** (New)

Records tracking immunizations by training group and records relating to emerging diseases. [NOTE: Personal information about vaccines goes into the volunteer's health /medical record]

**Temporary.** Cut off at Close of Service (COS) for immunized Volunteer Training Class. Destroy 1 year after cutoff.

3. **Monthly Epidemiological Survey Report** (New)

Monthly reports about epidemiological conditions in host countries. These reports provide information for the analysis of health conditions and recommended precautions issued by the Office of Medical Services (OMS).

**Temporary.** Cut off at end of calendar year. Destroy 2 years after cutoff.

4. **Medical Facility Assessments** (New)

Medical facility assessments, including but not limited to the Health Facility Assessment and Medical Evacuation (medevac) Action Plans/Medical Emergency Action Plans (EAPs) providing information about medical assistance available near each volunteer's site.

**Temporary.** Cut off when superseded or at Close of Service (COS), whichever is later. Destroy 3 years after cutoff.

5. **Health Records / Medical Records** (NC1-362-77-2, item 1)

These volunteer health records (also known as Medical Records or PCV Medical Charts) contain reports of medical examinations and medical history prior to selection for training. They also contain trainee/volunteer medical examination reports, medical site visits, laboratory tests, immunization record, eye glass prescriptions, and other health/medical records.

**Temporary.** Cut off upon Close of Service (COS) or termination of the Volunteer. Destroy 50 years after cutoff.

6. **Inventories of Medical Supplies** (New)

Inventories of medical supplies (other than Specially Designated and Controlled Substance supplies).

**Temporary.** Cut off at time of inventory. **Destroy 3 years after cutoff.**

7. **Inventories of Specially Designated and Controlled Substance Medical Supplies** (New)

Quarterly inventories of Specially Designated and Controlled Substance Medical Supplies, inventories completed when a new Peace Corps Medical Officer (PCMO) begins employment at the post, and when a substance that was not previously a controlled substance becomes a controlled substance.

**Temporary.** Cut off at time of inventory. **Destroy 5 years after cutoff.**

8. **Lab logs/Clinical Practice Log Books** (New)

Tracking documents for office visits and labs drawn, requested, and received.

**Temporary.** Cut off at end of year. Destroy 3 years after cutoff.

9. **Medical Accommodation Request (MAC) Files** (New)

All medical accommodation requests (MACs) and correspondence about MACs granted or denied.

**Temporary.** Cut off at end of year. Destroy 3 years after cutoff.

10. **Regional Medical Evacuation (Medevac) Files** (New)

Files kept by posts designated as regional medical evacuation (medevac) sites. Contains documentation about each volunteer evacuated to that post for medical services. Includes information about transportation and medical services or consultation provided at regional medevac post.

**Temporary.** Cut off at end of year. Destroy 3 years after cutoff.

11. **Medical Newsletters** (New)

Newsletters informing volunteers about local health and medical conditions.

**Temporary.** Destroy when 3 years old.