

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2016-0007

Status: APPROVED
Date Approved: 12/01/2017

General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Director
Minor Subdivision	Office of 3rd Goal and Returned Volunteer Services
Schedule Subject	Office of 3rd Goal, Return Volunteer Services, and World Wise Schools Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>The Peace Corps' Third Goal is to promote a better understanding of other peoples on the part of Americans by sharing their Peace Corps experience with American communities. Returned Volunteer Services (RVS) provides career, educational, and transitional assistance to more than 3,500 Volunteers who return to the United States each year. World Wise Schools (WWS) works to fulfill the third goal of the Peace Corps by educating Americans about the people and countries where Peace Corps Volunteers serve, broadening their perspectives, increasing cultural awareness, understanding global connections, and gaining a firsthand account of what life is like for a Peace Corps Volunteer.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 8

Number of Temporary disposition items: 5

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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Outline of Records Schedule Items for DAA-0490-2016-0007

Item #	Title	Disposition
0001	3rd Goal, Returned Volunteer Services, and World Wise Schools Program Records – Significant	Permanent
0002	Returned Peace Corps Volunteers Career Link Database Master File	Temporary
0003	Returned Peace Corps Volunteer (RPCV) Certification of Service Records	Temporary
0004	World Wise Schools Correspondence Match Database Master File	Temporary
0005	World Wise Schools Publications	Permanent
0006	World Wise Schools Speaker Match Database Master File	Temporary
0007	3rd Goal, Returned Volunteer Services, and World Wise Schools Program - Routine Administrative Records	Temporary
0008	Posters	Permanent

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Records Schedule Items

DAA-0490-2016-0007-0001		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	3rd Goal, Returned Volunteer Services, and World Wise Schools Program Records – Significant	
Item Description	Program records relating to the governance of the 3rd Goal, Returned Volunteer Services, and World Wise Schools program. Includes program planning documents, meeting minutes, transition documents, annual dashboard reports, annual and ad-hoc reports, and other significant program-related documents.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-490-91-1 / 7a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0490-2021-0003-0001 on 10/02/2023.		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of the calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Date span of the initial transfer	From: --/--/2012 To: --/--/2015	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0490-2016-0007-0002	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Returned Peace Corps Volunteers Career Link Database Master File
Item Description	Records consist of job openings, the names of Federal and private employers, locations, organizational background information, job duties, qualifications, contact information, posting dates, and application deadlines. Also stores email correspondence to and from employers.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0490-2016-0007-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Returned Peace Corps Volunteer (RPCV) Certification of Service Records	
Item Description	Letters certifying the dates that a Returned Peace Corps Volunteer served in the Peace Corps, as well as correspondence, tracking logs, and reporting documents about certifications.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0490-2016-0007-0004		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	World Wise Schools Correspondence Match Database Master File		
Item Description	Records contain Peace Corps Volunteer's name, country of service, program sector, and email address; the U.S. educator's name, contact information, school name, grade level of their students, number of students; and application forms.		
Is this item media neutral?	No		
Media limitation	Digital only		
Is this item a Big Bucket?			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-490-91-1 / 8	No		
N1-490-95-2 / 1a1	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut off when Volunteer completes service or separates.		
Retention Period	Destroy 6 year(s) after cutoff.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

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DAA-0490-2016-0007-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	World Wise Schools Publications	
Item Description	Publications that convey the Peace Corps cross-cultural experience to schoolchildren in the United States, and teach an understanding and respect for other cultures worldwide through social studies, language arts, mathematics, science, foreign languages, environmental education, and international economics.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off upon publication.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer one copy of each publication to the National Archives in 3 year blocks for accessioning when the most recent records are 3 years old.	
ADDITIONAL INFORMATION		
Date span of the initial transfer	From: --/--/1989 To: --/--/2004	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0490-2016-0007-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	World Wise Schools Speaker Match Database Master File	
Item Description	Records contain Returned Peace Corps Volunteer's name, country of service, program sector, and email address; the U.S. educator's name, contact information, school name, grade level of their students, number of students; and application forms.	
Is this item media neutral?	No	
Media limitation	Digital only	

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Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off files when the Returned Peace Corp Volunteer or educator separates from program.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0490-2016-0007-0007		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	3rd Goal, Returned Volunteer Services, and World Wise Schools Program - Routine Administrative Records		
Item Description	Records related to daily operations of the program including routine correspondence, newsletters, event files, lesson plans, promotional and marketing materials, career services records such as career education publications, brochures, and newsletters.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
Superseded Items			
Superseded Item	Item Superseded in Part?	Explanation	
N1-462-90-002 / 1	No		
N1-490-91-1 / 7b	No		
N1-490-95-2 / 1b1	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			

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DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0490-2021-0003-0002 on 10/02/2023.

Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year.
Retention Period	Destroy 6 year(s) after cutoff.

ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?

GAO Approval Required	No
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DAA-0490-2016-0007-0008

STATUS: Active

ITEM GENERAL INFORMATION

Item Title	Posters
Item Description	Posters produced by Peace Corps for offices within the agency promoting activities or services of the organization.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer two copies of each printed poster in hard-copy form, or, if hard copy does not exist, in digital form, to the National Archives immediately after publication.

ADDITIONAL INFORMATION

Date span of the initial transfer	From: --/--/2010 To: --/--/2016
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

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Signatory Information

Action	User	Date
Accept	Data Migration	07/29/2016
Approve	David Ferriero	12/01/2017