

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2017-0005

Status: APPROVED  
Date Approved: 02/26/2018

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## 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 Global Operations
Minor Subdivision	Regions
Schedule Subject	Region Program Records
Additional Schedule Information	The Region Offices, Africa Operations (AF); Europe, Mediterranean, and Asia Operations (EMA); and Inter-America and the Pacific Operations (IAP), are located at Peace Corp's headquarters. They are responsible for the overall management and implementation of the overseas programs. The Regions coordinate agency initiatives, policies, and procedures with the posts; and advocate posts' concerns and requirements to senior Peace Corps management.
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: 3

Number of Temporary disposition items: 2

Number of Permanent disposition items: 1

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-0490-2017-0005

Item #	Title	Disposition
0001	Region Program Records : Region Records - Significant	Permanent
0002	Region Program Records : Region Records - Routine	Temporary
0003	Read for Life Literacy Program Records : Read for Life Literacy Records - Routine	Temporary

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Records Schedule Items

Group Title	Region Program Records
DAA-0490-2017-0005-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Region Records - Significant
Item Description	Records which document the Peace Corps' activities in proposed, rejected, and actual host countries. Records may include invitations from countries for Peace Corps Volunteers, New Country Assessments and Re-Entry Assessments, Legacy Reports, Internal Management Assessments, decision memoranda to enter a country or reject the invitation, country closeouts, international crisis files containing information on natural and civil disasters, and post evacuations or expulsions.
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    Explanation in Part?
NC1-362-85-1 / 1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
<b>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.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year or when post closes.
Are there multiple instructions for this item?	No

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Transfer Instruction	Other: Transfer electronic records to NARA as a preaccession 5 years after cutoff in 5 year blocks when the latest record in block is 5 years old in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer. Transfer legal custody of electronic records to NARA 15 years after cutoff. Transfer paper records to NARA 15 years after cutoff in 5 year blocks when the latest record in block is 5 years old.
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/1962 To: --/--/2003
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0490-2017-0005-0002	
<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Region Records - Routine
Item Description	All other records relating to administrative and program support activities not included in Item 0001, Region Program Records – Significant. Includes records such as routine correspondence, administrative cables from the State Department, Country Directors’ selection memos, transmission letters announcing new Country Directors, and other records relating to routine program and administrative activities.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>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.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year or when post closes.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Read for Life Literacy Program Records
Group Description	Read for Life is an intensive literacy program that supports education Volunteers in teaching English as a foreign language (TEFL), early childhood literacy, math, science and technology, and teacher training for in-service and pre-service teachers.
DAA-0490-2017-0005-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Read for Life Literacy Records - Routine
Item Description	Includes program records, such as strategic plans, reports, marketing materials, teacher guides, handbooks, and other materials.
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

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Signatory Information

Action	User	Date
Accept	Data Migration	04/19/2017
Approve	David Ferriero	02/26/2018