

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2021-0003

Status: APPROVED  
Date Approved: 10/02/2023

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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-wide
Schedule Subject	Associate Director / Deputy Associate Director (or Equivalent) / Regional Director Records
Additional Schedule Information	Heads of program offices at Peace Corps Headquarters
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
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Outline of Records Schedule Items for DAA-0490-2021-0003

Item #	Title	Disposition
0001	Associate Director Records / Deputy Associate Director (or Equivalent) Records - Substantial	Permanent
0002	Associate Director Records / Deputy Associate Director (or Equivalent) Records - Administrative	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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Records Schedule Items

<b>DAA-0490-2021-0003-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
<b>Item Title</b>	Associate Director Records / Deputy Associate Director (or Equivalent) Records - Substantial	
<b>Item Description</b>	Substantive files pertaining to the operation of the office or program, formulation and development of policies, allocations of resources, and other records directing the activities of sub-offices and posts. Includes, but is not limited to interim and final policies; records created or used to modify agency actions or activities; official memoranda signed by the Associate Director/Equivalent; Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule); strategic plans and planning documents; invitations from countries for Peace Corps Volunteers; Country Status Reports; statistical analyses that impact agency actions or activities; annual and ad hoc reports or special studies; assessments; New Country Entry Assessments and Re-Entry Assessments; official organizational charts; Country Portfolio Reviews; Field Advisory Board reports and recommendations; senior staff trip briefing books or information; international crisis files; evaluations; committee charters Post graduations, evacuations, expulsion documents; memoranda and memos summarizing new policies or directives; senior level meeting minutes; planning and transition documents; and other documentation relating to the management and direction of the program.	
<b>Is this item media neutral?</b>	Yes	
<b>Is this item a Big Bucket?</b>	Yes	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
<b>Does this item supersede existing disposition authorities?</b>	Yes	
<b>Superseded Items</b>		
<b>Superseded Item</b>	<b>Item Superseded in Part?</b>	<b>Explanation</b>
N1-490-92-3 / 1/a/1	No	
N1-490-92-3 / 1/a/2	No	
DAA-0490-2016-0005-0001	No	
DAA-0490-2017-0002-0001	No	
DAA-0490-2016-0007-0001	No	

National Archives and Records Administration  
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DAA-0490-2017-0004-0001	No
DAA-0490-2017-0005-0001	No
DAA-0490-2017-0009-0001	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the tenure in office or every 10 years, whichever is sooner.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data: 2 GB ; Paper-based textual records: 50-100 CF
Approximate first year of records covered by this authority	1975
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1975 To: 12/31/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0490-2021-0003-0002	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Associate Director Records / Deputy Associate Director (or Equivalent) Records - Administrative
Item Description	Routine records documenting day-to-day administrative and program support activities of office. Records include, but are not limited to administrative decision memos; drafts of correspondence, memoranda, reports, financial records, meeting minutes, agendas, and background or briefing materials; talking points; marketing plans; monthly updates; working files; brochures; volunteer final reports to Posts, HQ or agency partners; administrative cables from the State Department; routine travel briefings; survey and questionnaire design documents; quarterly strategic plan performance reviews; internal management assessments; event files; promotional materials; interim and administrative reports; standard operating practices (SOPs); and guidance documents.

National Archives and Records Administration  
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Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0490-2016-0005-0002	No
DAA-0490-2016-0007-0007	No
DAA-0490-2017-0002-0002	No
DAA-0490-2017-0004-0002	No
DAA-0490-2017-0005-0002	No
DAA-0490-2017-0009-0002	No
N1-490-92-003 / 1/b	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the tenure in office or every 10 years, whichever is sooner.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	09/01/2021
Approve	Colleen Shogan	10/02/2023

ITEM	BUCKET/ITEM TITLE	NEW RETENTION	NEW DISPOSITION INSTRUCTIONS	OFFICE OF RECORD, PERMANENT RECORDS ONLY	SUPERCEDED AUTHORITY	SUPERCEDED SERIES TITLE	SUPERSEDED	SUPERSEDED DISPOSITION INSTRUCTIONS
0001	Associate Director Records / Deputy Associate Director (or Equivelant) Records - Substantial	Permanent	Cutoff at the end of the Incumbant's Tenure. Transfer to the National Archives 15 year(s) after cutoff.	Office of Victim Advocacy	DAA-0490-2016-0005-0001	Peace Corps Response Program Files - High Level	Permanent	Cutoff at the end of the fiscal year. Transfer to the National Archives 15 year(s) after cutoff.
				Office of Sexual Assault Prevention and Response				
				Office of General Counsel				
				Office of Inspector General	DAA-0490-2016-0007-0001	3rd Goal, Returned Volunteer Services, and World Wise Schools Program Records - Significant	Permanent	Cutoff at the end of the calendar year. Transfer to the National Archives 15 year(s) after cutoff.
				Office of Civil Rights and Diversity				
				Global Office of Belonging and Equity	DAA-0490-2017-0004-0001	Office- of Strategic Information, Research, and Planning (OSIRP) Program Records -Significant	Permanent	Cut off at the end of the fiscal year. Transfer electronic records to the National Archives 15 years after cutoff. Transfer paper records to NARA 15 years after cutoff in 5 year blocks.
				Office of the Chief Compliance Officer				
				Office of Strategic Information, Research and Planning				
0002	Associate Director Records / Deputy Associate Director (or Equivelant) Records - Administrative	Temporary	Cutoff at the end of the Incumbant's Tenure. Destroy 7 year(s) after cutoff.	Office of the Third Goal & Returned Volunteer Services	DAA-0490-2017-0005-0001	Region Records -Significant	Permanent	Cut off at the end of the fiscal year or when post closes. Transfer 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.
				Office of Gifts and Grants Management				
				Office of Strategic Partnerships and Intergovernmental Affairs				
				Office of Communications				
				Office of Congressional Relations				
				Office of External Affairs	DAA-0490-2017-0009-0001	Associate Director Records -Significant	Permanent	Cutoff at the end of the calendar year. Transfer to the National Archives 15 year(s) after cutoff.
				Office of the Chief Information Officer				
				Office of the Chief Financial Officer				
				Office of Human Resources				
				Office of Management	N1-490-92-003 / 1/a/1	Files of High-Level Agency Officials. Files of the Deputy Director; Chief of Staff; Associate Director of Management; Associate Director for Planning, Budget and Financial Management; Associate Director for Volunteer Recruitment and Selection; Regional Director for Africa Operations; Regional Director for Inter-America Operations; Regional Director for Eurasia and the Mediterranean; Regional Director for Asia and the Pacific; Director for the Office of Training and Program Support; Director for International Research; Inspector General; General Counsel; Director for External Affairs; and Director of the Equal Opportunity Office.	Permanent	CUTOFF at the close of the Fiscal Year. RETIRE to WNRC when four years old or when no longer needed for administrative purposes, whichever is sooner. Transfer to Archives in 5-year blocks when latest records are 10 years old.
0002	Associate Director Records / Deputy Associate Director (or Equivelant) Records - Administrative	Temporary	Cutoff at the end of the Incumbant's Tenure. Destroy 7 year(s) after cutoff.	Office of Global Operations				
				Office of Safety and Security				
				Office of Volunteer Recruitment and Selection				
				Office of Health Services				
				Africa Regional Office				
				Inter-America and the Pacific Regional Office				
				Europe, Mediterranean, and Asia Regional Office				
				Office of Overseas Programming and Training Support				
0002	Associate Director Records / Deputy Associate Director (or Equivelant) Records - Administrative	Temporary	Cutoff at the end of the Incumbant's Tenure. Destroy 7 year(s) after cutoff.	Office of Global Health and HIV	DAA-04190-2017-0002-0001	Office of Global Operations Program Files -Significant Program Records	Permanent	Cutoff at the end of the calendar year. Transfer to the National Archives 15 year(s) after cutoff.
				Office of Peace Corps Response				
				Office of Press Relations				
					N1-490-0003 / 1/a/2	Files of High-Level Agency Officials. Files of other offices designated by agency to have Associate Director or higher status.	Permanent	CUTOFF at the close of the Fiscal Year. RETIRE to WNRC when four years old or when no longer needed for administrative purposes, whichever is sooner. Transfer to Archives in 5-year blocks when latest records are 10 years old.
					DAA-0490-2016-0005-0002	Peace Corps Response Program Files -Routine	Temporary	Cutoff at the end of the fiscal year. Destroy 6 year(s) after cutoff
					DAA-0490-2016-0007-0007	3rd Goal, Returned Volunteer Services, and World Wise Schools Program -	Temporary	Cutoff at the end of the calendar year. Destroy 6 year(s) after
					DAA-0490-2017-0004-0002	Office of Strategic Information, Research, and Planning (OSIRP) Records	Temporary	Cutoff at the end of the fiscal year. Destroy 6 year(s) after cutoff
0002	Associate Director Records / Deputy Associate Director (or Equivelant) Records - Administrative	Temporary	Cutoff at the end of the Incumbant's Tenure. Destroy 7 year(s) after cutoff.		DAA-0490-2017-0005-0002	Region Records -Routine	Temporary	Cut off at the end of the calendar year or when post closes.
					DAA-0490-2017-0009-0002	Associate Director Records -Administrative	Temporary	Cutoff at the end of the calendar year. Destroy 6 year(s) after
					N1-490-92-0003 / 1/b	Files of High-Level Agency Officials. All other offices	Temporary	CUT OFF at the close of the Fiscal Year.
					DAA-0490-2017-0002-0002	Office of Global Operations Administrative I Routine Records	Temporary	Cutoff at the end of the calendar year. Destroy 6 year(s) after