

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0490-2021-0004**

Schedule Status      **Approved**

Agency or Establishment      **Peace Corps**

Record Group / Scheduling Group      **Records of the Peace Corps**

Records Schedule applies to      **Major Subdivision**

Major Subdivision      **External Affairs**

Minor Subdivision      **Press Office**

Schedule Subject      **Public Relations Communication Records**

Internal agency concurrences will  
be provided      **No**

Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0490-2021-0004

Sequence Number	
1	Press Releases Disposition Authority Number: DAA-0490-2021-0004-0001
2	Press Relations Publications Disposition Authority Number: DAA-0490-2021-0004-0002

## Records Schedule Items

Sequence Number														
1	<b>Press Releases</b>													
	Disposition Authority Number	DAA-0490-2021-0004-0001												
	Records include press releases, media advisories, and agency statements from the Director.													
	Final Disposition	Permanent												
	Item Status	Active												
	Is this item media neutral?	Yes												
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes												
	Do any of the records covered by this item exist as structured electronic data?	No												
	GRS or Superseded Authority Citation	NC1-362-85-2/ 4/A												
	<b>Disposition Instruction</b>													
	Cutoff Instruction	Cut off at the end of the calendar year of publication.												
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 3 year(s) after cutoff.												
	<b>Additional Information</b>													
	What will be the date span of the initial transfer of records to the National Archives?	From 1985 To 2019												
	How frequently will your agency transfer these records to the National Archives?	Every 1 Years												
	<table><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr><tr><td>Electronic/Digital</td><td>5 MB</td><td>2 MB</td></tr><tr><td>Paper</td><td>3 Cubic feet</td><td></td></tr><tr><td>Microform</td><td></td><td></td></tr></table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	5 MB	2 MB	Paper	3 Cubic feet		Microform		
	Estimated Current Volume	Annual Accumulation												
Electronic/Digital	5 MB	2 MB												
Paper	3 Cubic feet													
Microform														

2

Hardcopy or Analog Special Media

## Press Relations Publications

Disposition Authority Number **DAA-0490-2021-0004-0002**

Records consist of internal and external promotional, educational, and historical publications/products including but not limited to such items as Peace Corps Times, Inside Peace Corps, and anniversary books and booklets.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **NC1-362-85-2/ 5/A**

## Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year of publication.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 3 year(s) after cutoff**

## Additional Information

First year of records accumulation **1985**

What will be the date span of the initial transfer of records to the National Archives? **From 1985 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 MB	2 MB
Paper	3 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
06/03/2021	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
06/14/2021	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
08/09/2021	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
08/09/2021	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
08/25/2021	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
09/01/2021	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
09/01/2021	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
05/20/2022	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
05/20/2022	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
05/20/2022	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
05/23/2022	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office

06/02/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/08/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office