

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2022-0005

Status: APPROVED
Date Approved: 08/25/2023

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 Safety and Security
Schedule Subject	Security Incident Management System (SIMS)
Additional Schedule Information	This electronic system consolidates the functions of several older systems (CARS and CIRS) into one streamlined electronic system that provides more uniformity and consistency in both reporting and responding to incidents
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

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Outline of Records Schedule Items for DAA-0490-2022-0005

Item #	Title	Disposition
0001	Security Incident Management System (SIMS)	Temporary
0002	Annual Report of Crimes Against Volunteers	Permanent

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Records Schedule Items

DAA-0490-2022-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Security Incident Management System (SIMS)	
Item Description	Security Incident Management System (SIMS) is a Peace Corps electronic information system database that stores sensitive unclassified, point-in-time records of reported security incidents and services provided in response to those incidents. SIMS is the source of the agency's official statistics on reported Volunteer/Trainee deaths and disappearances; crimes, such as robbery, sexual assault, and stalking; and vehicular accidents. SIMS also documents other security incidents involving on-duty Peace Corps Staff and Peace Corps property. All security incidents and vehicular accidents reported to any Peace Corps staff must be documented using the Security Incident Management System (SIMS). These records are protected by the Privacy Act.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0490-2013-0002-0001	No	
DAA-0490-2013-0003-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off when final action is taken on case or when system is decommissioned	
Retention Period	Other: Destroy no sooner than 10 years(s) after cutoff but longer retention is authorized	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	

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GAO Approval Required	No
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DAA-0490-2022-0005-0002	STATUS: Active						
ITEM GENERAL INFORMATION							
Item Title	Annual Report of Crimes Against Volunteers						
Item Description	<p>The Annual Report of Crimes Against Volunteers summarizes data on Peace Corps' five key crime indicators: Volunteers' perceptions of their safety; the proportion of Volunteers who experience crime during their service (crime prevalence); the proportion of crime victims who report crimes to Peace Corps staff (reporting rate); Volunteers' reasons for not reporting crimes to Peace Corps staff; and the number, types, and characteristics of crime reports Peace Corps staff receive annually.</p> <p>This report also includes general information on Volunteer deaths during service. Only one cause of death — homicide — is a crime. Homicide is extremely rare in the history of the Peace Corps (detailed reports on the death or disappearance of a Volunteer is covered under item 0002 of this disposition authority).</p> <p>Prior to 2019, the data in this report were published in two separate reports, the End of Service Crime Data Report and the Statistical Report of Crimes Against Volunteers (SRCV).</p>						
Is this item media neutral?	Yes						
Is this item a Big Bucket?	No						
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS							
Does this item supersede existing disposition authorities?	Yes						
	Superseded Items						
Superseded Item	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Item Superseded in Part?</th> <th style="width: 60%;">Explanation</th> </tr> </thead> <tbody> <tr> <td>DAA-0490-2013-0002-0002</td> <td>No</td> </tr> <tr> <td>Is this item a deviation from the GRS?</td> <td>No</td> </tr> </tbody> </table>	Item Superseded in Part?	Explanation	DAA-0490-2013-0002-0002	No	Is this item a deviation from the GRS?	No
Item Superseded in Part?	Explanation						
DAA-0490-2013-0002-0002	No						
Is this item a deviation from the GRS?	No						
DISPOSITION INSTRUCTION							
Final Disposition	Permanent						
Cutoff Instructions	Other: Cutoff at end of year report is published						
Are there multiple instructions for this item?	No						
Transfer Instruction	Transfer to the National Archives 1 year(s) after cut off						
ADDITIONAL INFORMATION							

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Current Records Format	Textual data:1 GB
Approximate first year of records covered by this authority	2012
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2012 To: 12/31/2022
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Accept	Data Migration	03/04/2022
Approve	Colleen Shogan	08/25/2023