

### Request for Records Disposition Authority

Records Schedule Number      DAA-0490-2013-0001  
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                Director's Office  
Schedule Subject                Executive Correspondence  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0490-2013-0001

Sequence Number	
1	Executive Correspondence
1.1	Policy Correspondence Disposition Authority Number: DAA-0490-2013-0001-0001
1.2	Other Correspondence Disposition Authority Number: DAA-0490-2013-0001-0002

## Records Schedule Items

Sequence Number				
1	<p><b>Executive Correspondence</b> Correspondence addressed to the Director requiring an answer, outgoing responses signed by the director, and any other outgoing correspondence. Correspondence is filed by subject according to a numerical filing system.</p>			
1.1	<p><b>Policy Correspondence</b> Disposition Authority Number      <b>DAA-0490-2013-0001-0001</b></p> <p>Correspondence relating to Peace Corps policies, procedures, operations, and decisions. Includes correspondence to other Federal agencies, the White House, committees and members of Congress, foreign government representatives, and various national and international development and volunteer organizations.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>NC-174-189, item 1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off every four years on January 20th at the end of each presidential administrative term, beginning January 20, 2001.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 20 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>1961</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1992 To 2001</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 4 Years</b></p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">Estimated Current Volume</td> <td style="width: 25%;">Annual Accumulation</td> </tr> </table>		Estimated Current Volume	Annual Accumulation
	Estimated Current Volume	Annual Accumulation		

Electronic/Digital		
Paper	45 Cubic feet	2.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

**Other Correspondence**

Disposition Authority Number      DAA-0490-2013-0001-0002

Correspondence relating to general interest inquiries and specific Peace Corps applicants, volunteers, or returned volunteers.

Final Disposition                      Temporary

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?      No

**Disposition Instruction**

Cutoff Instruction                      Cut off every four years on January 20th at the end of each presidential administrative term, beginning January 20, 2001.

Retention Period                        Destroy 20 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

## 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
11/16/2012	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
05/19/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/25/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
08/26/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/26/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/27/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist