

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0490-2013-0002**  
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                      **Office of Safety and Security**  
Schedule Subject                      **Consolidated Incident Reporting System (CIRS)**  
Internal agency concurrences will be provided      **No**

Background Information              **The Office of Safety and Security was established in March 2003, to foster improved communication, coordination, oversight, and accountability for all Peace Corps safety and security efforts. The Office is led by an Associate Director for Safety and Security, who reports to the Peace Corps Director, and includes the Volunteer Safety and Overseas Security Division which is responsible for the safety and security of Peace Corps Volunteers based overseas.**

#### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>1</b>	<b>1</b>	<b>0</b>

#### GAO Approval

## Outline of Records Schedule Items for DAA-0490-2013-0002

Sequence Number	
1	Consolidated Incident Reporting System (CIRS) Disposition Authority Number DAA-0490-2013-0002-0001
2	Statistical Report of Crimes Against Volunteers Disposition Authority Number DAA-0490-2013-0002-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 401 1024 436"><b>Consolidated Incident Reporting System (CIRS)</b></p> <p data-bbox="370 453 1149 485">Disposition Authority Number      <b>DAA-0490-2013-0002-0001</b></p> <p data-bbox="370 506 1477 758"><b>Database of crimes committed against Peace Corps Volunteers/Trainees, crimes committed against Peace Corps staff or property, vehicular accidents involving Volunteers/Trainees, and other security incidents involving Volunteers/Trainees</b> Information in the system dates from April 1962 This version of the system was launched in August 2011 The "Kate Puzey Peace Corps Volunteer Protection Act of 2011" requires the collection of the data in the system, although it does not mandate the creation of the system</p> <p data-bbox="370 779 922 810">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 831 857 863">Item Status                              <b>Active</b></p> <p data-bbox="370 884 829 915">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="370 936 829 1052">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="370 1073 829 1157">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="370 1199 678 1230"><b>Disposition Instruction</b></p> <p data-bbox="370 1251 1414 1325">Cutoff Instruction                      <b>Cut off at end of the calendar year in which the security incident occurred</b></p> <p data-bbox="370 1346 1446 1440">Retention Period                      <b>Destroy 10 year(s) after cutoff or when no longer needed for agency business occurs, whichever is later</b></p> <p data-bbox="370 1482 678 1514"><b>Additional Information</b></p> <p data-bbox="370 1535 959 1566">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="370 1598 1016 1633"><b>Statistical Report of Crimes Against Volunteers</b></p> <p data-bbox="370 1650 1157 1682">Disposition Authority Number      <b>DAA-0490-2013-0002-0002</b></p> <p data-bbox="370 1703 1477 1841"><b>Annual report produced by the Office of Safety and Security (headquarters), documenting information about the types of assaults and in-service deaths, and the demographics of the victims, including crimes by country</b> The document also includes strategies to reduce risks to Volunteers. The data comes from the</p>

**Consolidated Incident Reporting System (CIRS). From 2001 to 2010, this report was titled "Annual Report of Volunteer Safety "**

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**

**Disposition Instruction**

Cutoff Instruction **Cut off at end of the calendar year in which the report is issued**

Transfer to the National Archives for Accessioning **For textual records, transfer records dating from 2001-2009, to National Archives in a block 15 years after cutoff (i e , in 2025) For electronic records, transfer to National Archives 5 years after cutoff in 5 year blocks (beginning in 2020, transfer records dating 2010-2014, in 2025, transfer records dating 2015-2019, etc )**

**Additional Information**

First year of records accumulation **2001**

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2014**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	9 MB	1 5 MB
Paper	25 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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## 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
02/28/2013	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
08/05/2013	Return for Revision	Andrea Shahmohammadi	Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Division
09/06/2013	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
09/09/2013	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
10/17/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
10/18/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/18/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist