

### Request for Records Disposition Authority

Records Schedule Number      DAA-0490-2013-0003  
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  
Minor Subdivision                  Office of Victim Advocacy  
Schedule Subject                    Office of Victim Advocacy  
  
Internal agency concurrences will be provided      No

Background Information              It is the mission of the Office of Victim Advocacy (OVA) to ensure that each Volunteer is made aware of, and receives access to, services provided by the Peace Corps in cases of sexual assault, stalking or other crimes. The OVA facilitates access of Volunteers to such services. It also helps develop and update the Peace Corps' sexual assault policy and the sexual assault risk-reduction and response training program. When a Peace Corps Volunteer becomes a victim of a crime, the OVA is notified and a file on that volunteer is created.

#### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2                                 | 0                                     | 2                                     | 0                                     |

#### GAO Approval

## Outline of Records Schedule Items for DAA-0490-2013-0003

| Sequence Number |   |
|-----------------|---|
| 1               | Victim Advocate Case Files<br>Disposition Authority Number: DAA-0490-2013-0003-0001                             |
| 2               | Office of Victim Advocacy (OVA) Case Management System<br>Disposition Authority Number: DAA-0490-2013-0003-0002 |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="349 421 730 463"><b>Victim Advocate Case Files</b></p> <p data-bbox="349 478 1136 521">Disposition Authority Number      DAA-0490-2013-0003-0001</p> <p data-bbox="349 532 1492 798">Files contain data copied from the Consolidated Incident Reporting System (CIRS) report for violent crimes, detailing information on the incident that took place (type of crime, date of crime, possible involvement of law enforcement, possible forensic exam); the paper intake form, which captures a snapshot of the incident; name of the victim advocate assigned to the case, and steps taken by the victim and post staff. The file also contains contact information for the victim and any handwritten notes taken by the assigned victim advocate.</p> <p data-bbox="349 808 909 851">Final Disposition                      Temporary</p> <p data-bbox="349 861 844 904">Item Status                              Active</p> <p data-bbox="349 915 812 957">Is this item media neutral?        Yes</p> <p data-bbox="349 968 795 1095">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p data-bbox="349 1117 665 1159"><b>Disposition Instruction</b></p> <p data-bbox="349 1181 1461 1266">Cutoff Instruction                      Cut off at the end of the calendar year in which the case was closed.</p> <p data-bbox="349 1276 1461 1383">Retention Period                      Destroy 10 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later</p> <p data-bbox="349 1415 665 1457"><b>Additional Information</b></p> <p data-bbox="349 1478 941 1521">GAO Approval                          Not Required</p> |
| 2               | <p data-bbox="349 1532 1185 1574"><b>Office of Victim Advocacy (OVA) Case Management System</b></p> <p data-bbox="349 1585 1136 1627">Disposition Authority Number      DAA-0490-2013-0003-0002</p> <p data-bbox="349 1638 1492 1819">Database of OVA case files about violent crimes committed against Volunteers. The system contains information about the crimes, interactions and communications between the victim and OVA staff, support services provided to the Volunteer, and, when appropriate, the outcome of criminal and legal proceedings.</p> <p data-bbox="349 1830 909 1872">Final Disposition                      Temporary</p> <p data-bbox="349 1883 844 1925">Item Status                              Active</p>   |

|   |   |
|---|---|
| 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?   | Yes   |
| <b>Disposition Instruction</b>  |   |
| Cutoff Instruction  | Cut off at the end of the calendar year in which the case was closed.                                     |
| Retention Period  | Destroy 10 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later |
| <b>Additional Information</b>   |   |
| 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   |
|------------|--------------------------|-----------------|---|--|
| 09/06/2013 | Return to Submitter      | Valery Garrett  | Records Management officer                    | Peace Corps - Peace Corps  |
| 09/20/2013 | Certify                  | Valery Garrett  | Records Management officer                    | Peace Corps - Peace Corps  |
| 05/13/2015 | Return for Revision      | Darryl Byrd     | Appraisal Archivist                           | National Archives and Records Administration - Records Management Services         |
| 05/13/2015 | Submit For Certification | Valery Garrett  | Records Management officer                    | Peace Corps - Peace Corps  |
| 05/13/2015 | Certify                  | Valery Garrett  | Records Management officer                    | Peace Corps - Peace Corps  |
| 05/14/2015 | Return for Revision      | Darryl Byrd     | Appraisal Archivist                           | National Archives and Records Administration - Records Management Services         |
| 05/18/2015 | Submit For Certification | Valery Garrett  | Records Management officer                    | Peace Corps - Peace Corps  |
| 05/18/2015 | Certify                  | Valery Garrett  | Records Management officer                    | Peace Corps - Peace Corps  |
| 07/06/2015 | Submit for Concurrence   | Lisa Clavelli   | Supervisor, ACNR Appraisal Team 2             | National Archives and Records Administration - Records Management Services         |
| 07/06/2015 | Concur                   | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 07/06/2015 | Concur                   | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |

|            |         |                |                                |  |
|------------|---------|----------------|--------------------------------|--|
| 07/09/2015 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist -<br>Office of the Archivist |
|------------|---------|----------------|--------------------------------|--|