

Request for Records Disposition Authority

Records Schedule Number: DAA-0490-2014-0001
Schedule Status: Returned Without Action
Agency or Establishment: Peace Corps
Record Group / Scheduling Group: Records of the Peace Corps
Records Schedule Applies to: Major Subdivision
Major Subdivision: Office of Strategic Partnerships (OSP)
Schedule Subject: Small Grants Program Handbooks
Internal agency concurrence will be provided: No

Background Information: Created in 2012, the Office of Strategic Partnerships (OSP) leverages external resources – from small grants to training materials to university scholarships – to maximize the impact of the agency's work across the Volunteer life cycle. OSP brings together the Office of Intergovernmental Affairs and Global Partnerships (IGAP), Office of Gifts and Grants Management (GGM) and Office of University and Domestic Partnerships (UDP).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0490-2014-0001

Sequence Number

1

Small Grant Program Handbooks

Disposition Authority Number: DAA-0490-2014-0001-0001

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 828 446">Small Grant Program Handbooks</p> <p data-bbox="365 468 1153 500">Disposition Authority Number DAA-0490-2014-0001-0001</p> <p data-bbox="365 521 1526 819">The Small Grants Program Staff Handbook provides information on the basic rules and requirements that will be applicable for all small grants. It also includes recommendations on post-level management of small grant programs, and links to tools that are intended to help posts run effective small grant programs. The Small Grants Program Volunteer Handbook provides guidance on the processes, procedures, materials, and requirements for the Peace Corps Small Grant Program. Volunteers should read this handbook thoroughly to understand the basic rules and requirements that are applicable for all small grants.</p> <p data-bbox="365 840 925 872">Final Disposition Temporary</p> <p data-bbox="365 883 925 915">Item Status Withdrawn</p> <p data-bbox="365 936 828 968">Is this item media neutral? Yes</p> <p data-bbox="365 989 828 1117">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="365 1149 682 1181">Disposition Instruction</p> <p data-bbox="365 1202 1128 1234">Cutoff Instruction Cut off when superseded.</p> <p data-bbox="365 1255 1437 1330">Retention Period Destroy 10 year(s) after superceded or when no longer needed by agency, whichever is later.</p> <p data-bbox="365 1372 682 1404">Additional Information</p> <p data-bbox="365 1425 966 1457">GAO Approval Not Required</p>

Required Without Action

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
09/03/2014	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
10/22/2014	Returned Without Action	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

Returned Without Action