

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2014-0002
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 Strategic Partnerships (OSP)**
Minor Subdivision **Gifts and Grants Management (GGM)**
Schedule Subject **Gifts and Grants Management Files**
Internal agency concurrences will be provided **No**

Background Information **The Office of Gifts and Grants Management, formerly the Office of Private Sector Initiatives (OPSI), oversees and manages the solicitation and acceptance of monetary and in-kind gifts and administers the Peace Corps' Partnership Program (PCPP). The office engages individual donors, foundations, and corporations in support of PCPP and other agency priorities.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2014-0002

Sequence Number	
1	Donor Files Disposition Authority Number: DAA-0490-2014-0002-0001
2	Marketing Files Disposition Authority Number: DAA-0490-2014-0002-0002
3	Marketing Working Files Disposition Authority Number: DAA-0490-2014-0002-0003

Records Schedule Items

Sequence Number	
1	<p>Donor Files</p> <p>Disposition Authority Number DAA-0490-2014-0002-0001</p> <p>Contains documentation pertaining to agency donors (individuals, foundations, corporations, and other organizations) including donor research/profiles, letters of intent, due diligence documentation, presentations, correspondence, applications, authorization memos and reports.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation N1-490-94-4, item 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off 5 years after date of last contact between the Peace Corps and donor.</p> <p>Retention Period Destroy 15 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Marketing Files</p> <p>Disposition Authority Number DAA-0490-2014-0002-0002</p> <p>Marketing brochures, and e-marketing messages and announcements that target potential Peace Corps Partnership Program (PCPP) donors and/or partners.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

3	Disposition Instruction	
	Cutoff Instruction	Cut off when superseded or obsolete.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Marketing Working Files	
	Disposition Authority Number	DAA-0490-2014-0002-0003
	Copies of reports, statistics, and other informational documentation obtained from Peace Corps offices.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut at the end of the fiscal years.
Retention Period	Destroy 5 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
09/03/2014	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
10/21/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/22/2015	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
10/22/2015	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
11/18/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist