

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2014-0003

Status: APPROVED
Date Approved: 01/04/2016

General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Strategic Partnerships
Minor Subdivision	Intergovernmental External Affairs (IEA)
Schedule Subject	Intergovernmental External Affairs (IEA) Files
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>The Office of Intergovernmental External Affairs promotes, develops, and manages the agency's partnerships with U.S. government agencies, international non-governmental organizations, multilateral institutions, and corporations. Strategic partnerships bring a variety of resources to the table, including placement opportunities for Volunteers, technical staff at headquarters, training resources at post, and career opportunities for returned Volunteers.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 4
Number of Temporary disposition items: 2
Number of Permanent disposition items: 2
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

National Archives and Records Administration
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Outline of Records Schedule Items for DAA-0490-2014-0003

Item #	Title	Disposition
0001	Strategic Partnership Files - High Level	Permanent
0002	Strategic Partnership Files - Routine	Temporary
0003	Small Projects Assistance (SPA) Annual Progress Reports	Permanent
0004	Small Projects Assistance (SPA) Annual Progress Reports - Working Files	Temporary

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Records Schedule Items

DAA-0490-2014-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Strategic Partnership Files - High Level	
Item Description	Partnerships with U.S. government agencies, international non-governmental organizations, multilateral/bilateral institutions, and corporations. Includes agreements, concept notes, annual partnership reviews, decision memos, and ad hoc or other reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the agreement is concluded.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Approximate first year of records covered by this authority	1985	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1985 To: --/--/2010	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0490-2014-0003-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Strategic Partnership Files - Routine	

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Item Description	Correspondence, notes, and other routine administrative files regarding partnerships with U.S. government agencies, international non-governmental organizations, multilateral/bilateral institutions, and corporations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year
Retention Period	Destroy 10 year(s) after cutoff or when no longer needed, whichever is later
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0490-2014-0003-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Small Projects Assistance (SPA) Annual Progress Reports
Item Description	Annual report provided to USAID, in a form and substance satisfactory to USA AID, reporting on progress toward achieving Program objectives, keyed to approved planning documents, if any. The reports must include, but are not limited to, the following information: status of achieving goals, objectives and benchmarks; progress or completion of Program components, elements or activities against planned targets; description of overall Program status; other accomplishments and major highlights of Program implementation; identification and explanation of significant problems or delays related to achievement of objectives or activities; and a brief summary of significant corrective actions and major activities planned for the subsequent reporting period. The reports must include separate sections that describe country-specific activities, as appropriate.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the calendar year
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
ADDITIONAL INFORMATION	
Approximate first year of records covered by this authority	1996
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1996 To: --/--/2010
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0490-2014-0003-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Small Projects Assistance (SPA) Annual Progress Reports - Working Files
Item Description	Copies of reports, statistics, and other informational documentation obtained by Peace Corps offices.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	01/04/2016