

Request for Records Disposition Authority

Records Schedule Number **DAA-0490-2014-0003**
 Schedule Status **Modified Approved Version**

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**
 Minor Subdivision **Intergovernmental External Affairs (IEA)**
 Schedule Subject **Intergovernmental External Affairs (IEA) Files**
 Internal agency concurrences will be provided **No**

Background Information **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.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2014-0003

Sequence Number	
1	Strategic Partnership Files - High Level Disposition Authority Number: DAA-0490-2014-0003-0001
2	Strategic Partnership Files - Routine Disposition Authority Number: DAA-0490-2014-0003-0002
3	Small Projects Assistance (SPA) Annual Progress Reports Disposition Authority Number: DAA-0490-2014-0003-0003
4	Small Projects Assistance (SPA) Annual Progress Reports - Working Files Disposition Authority Number: DAA-0490-2014-0003-0004

Records Schedule Items

Sequence Number	
1	<p data-bbox="378 414 909 446">Strategic Partnership Files - High Level</p> <p data-bbox="378 463 1153 495">Disposition Authority Number DAA-0490-2014-0003-0001</p> <p data-bbox="378 517 1485 659">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.</p> <p data-bbox="378 680 933 712">Final Disposition Permanent</p> <p data-bbox="378 734 868 766">Item Status Active</p> <p data-bbox="378 787 836 819">Is this item media neutral? Yes</p> <p data-bbox="378 840 820 968">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="378 989 682 1032">Disposition Instruction</p> <p data-bbox="378 1053 1469 1127">Cutoff Instruction Cut off at the end of the calendar year in which the agreement is concluded.</p> <p data-bbox="378 1149 1494 1436">Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff in 5 year blocks (for example, beginning in 2015, transfer records dated prior to 2010; in 2020 transfer records dated 2011-2015, etc.) in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer.</p> <p data-bbox="378 1457 1453 1532">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p data-bbox="378 1564 682 1606">Additional Information</p> <p data-bbox="378 1627 852 1659">First year of records accumulation 1985</p> <p data-bbox="378 1681 1055 1766">What will be the date span of the initial transfer of records to the National Archives? From 1985 To 2010</p> <p data-bbox="378 1787 982 1872">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	35 MB
Paper	10 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

Strategic Partnership Files - Routine

Disposition Authority Number **DAA-0490-2014-0003-0002**

Correspondence, notes, and other routine administrative files regarding partnerships with U.S. government agencies, international non-governmental organizations, multilateral/bilateral institutions, and corporations.

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? **No**

Disposition Instruction

Cutoff Instruction **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

GAO Approval **Not Required**

3

Small Projects Assistance (SPA) Annual Progress Reports

Disposition Authority Number **DAA-0490-2014-0003-0003**

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.

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff in 5 year blocks when the latest record in block is 5 years old (for example, beginning in 2015, transfer records dated prior to 2010; in 2020 transfer records dated 2011-2015, etc.) in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

Additional Information

First year of records accumulation **1996**

What will be the date span of the initial transfer of records to the National Archives? **From 1996 To 2010**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	800 MB	45 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
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4

Small Projects Assistance (SPA) Annual Progress Reports - Working Files

Disposition Authority Number **DAA-0490-2014-0003-0004**

Copies of reports, statistics, and other informational documentation obtained by 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? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year.**

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
09/19/2014	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
11/02/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/09/2015	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
11/09/2015	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
12/21/2015	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/04/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist