

Request for Records Disposition Authority

Records Schedule Number: DAA-0490-2014-0004
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: Volunteer Recruitment and Selection (VRS)
Minor Subdivision: University Programs (UP)
Schedule Subject: University Programs (UP) Files
Internal agency concurrences will be provided: No

Background Information: The Office of University Programs establishes and maintains collaborative relationships and cooperative programs with colleges, universities, and other higher education organizations; and provides technical support and advice to colleges and universities to ensure the development of Masters International, Paul D. Coverdell Fellows, Peace Corps Prep, and Campus Ambassadors partnerships.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	2	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2014-0004

Sequence Number	
1	Paul D. Coverdell Fellows Program Files - High Level Disposition Authority Number: DAA-0490-2014-0004-0001
2	Paul D. Coverdell Fellows Program Files - Routine Disposition Authority Number: DAA-0490-2014-0004-0002
3	Master's International Program Files - High Level Disposition Authority Number: DAA-0490-2014-0004-0003
4	Master's International Program Files - Routine Disposition Authority Number: DAA-0490-2014-0004-0004
5	Newsletters Disposition Authority Number: DAA-0490-2014-0004-0005
6	Photographs and Authorizations Disposition Authority Number: DAA-0490-2014-0004-0006

Records Schedule Items

Sequence Number	
1	<p data-bbox="371 412 1097 449">Paul D. Coverdell Fellows Program Files - High Level</p> <p data-bbox="371 466 1149 497">Disposition Authority Number DAA-0490-2014-0004-0001</p> <p data-bbox="371 519 1495 704">High-level files pertaining to the creation and operation of the Paul D. Coverdell Fellows Program. Records include documents concerning the development of the program and policy decisions, program policies, annual reports, grant reports, strategic plans, Memorandums of Agreement, program guides, and notifications of individual university program terminations.</p> <p data-bbox="371 721 927 753">Final Disposition Permanent</p> <p data-bbox="371 772 862 804">Item Status Active</p> <p data-bbox="371 823 829 855">Is this item media neutral? Yes</p> <p data-bbox="371 874 816 998">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="371 1034 675 1066">Disposition Instruction</p> <p data-bbox="371 1091 1507 1534">Cutoff Instruction Cut off at the end of calendar year. Transfer electronic records to NARA as a pre-accession 5 years 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 paper records to NARA in 5 year blocks 15 years after cutoff. Transfer legal custody of paper and electronic records to NARA 15 years after cutoff.</p> <p data-bbox="371 1555 1487 1661">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.</p> <p data-bbox="371 1683 1487 1757">Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.</p> <p data-bbox="371 1789 675 1821">Additional Information</p> <p data-bbox="371 1842 846 1874">First year of records accumulation 1985</p>

What will be the date span of the initial transfer of records to the National Archives? **From 1985 To 1999**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	20 MB
Paper	5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

Paul D. Coverdell Fellows Program Files - Routine

Disposition Authority Number **DAA-0490-2014-0004-0002**

All other materials (not included in the High Level program files), relating to the operation of the Paul D. Coverdell Fellows Program, including but not limited to correspondence, proposals, Fellows convocation, site visits and conference materials.

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 7 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

3

Master's International Program Files - High Level

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

High-level files pertaining to the operation of the Master's International Program. Records include documents concerning policy decisions, program policies, annual reports, Memorandums of Agreement, Memorandums of Cooperation, and program brochures.

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 calendar year. Transfer electronic records to NARA as a pre-accession 5 years 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 paper records to NARA in 5 year blocks 15 years after cutoff. Transfer legal custody of paper and electronic records to NARA 15 years after cutoff.

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 when the latest record in block is 5 years old.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff when latest record in block is 5 years old.

Additional Information

First year of records accumulation 1985

What will be the date span of the initial transfer of records to the National Archives? From 1985 To 1999

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

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital	200 MB	50 MB
Paper	4 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4

Master's International Program Files - Routine

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

All other materials (not included in High Level program files) relating to the Master's International Program, including correspondence, university publications, university proposals, site visits, conference materials, and Master's International Students' Master's Theses.

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**

GRS or Superseded Authority Citation **N1-490-95-007 / 1**

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.**

5

Newsletters

Disposition Authority Number **DAA-0490-2014-0004-0005**

Newsletters distributed to the Masters International and/or Fellows communities, including Peace Corps Volunteers, Returned Peace Corps Volunteers, and current and former Masters International and Fellows participants. The newsletters may provide information about headquarters activities, profile Masters International or Fellows participants, or describe university programs.

Final Disposition **Temporary**

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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

Photographs and Authorizations

Disposition Authority Number DAA-0490-2014-0004-0006

Photographs of Masters International or Fellows Program participants and the authorizations to use those photographs. These photographs may be used in newsletters or for other marketing purposes.

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 50 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
12/17/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/06/2016	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
01/06/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
02/29/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist