

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2014-0004

Status: APPROVED  
Date Approved: 03/02/2016

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## General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Volunteer Recruitment and Selection (VRS)
Minor Subdivision	University Programs (UP)
Schedule Subject	University Programs (UP) 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 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.</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: 6

Number of Temporary disposition items: 4

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 5

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

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Paul D. Coverdell Fellows Program Files - High Level	Permanent
0002	Paul D. Coverdell Fellows Program Files - Routine	Temporary
0003	Master's International Program Files - High Level	Permanent
0004	Master's International Program Files - Routine	Temporary
0005	Newsletters	Temporary
0006	Photographs and Authorizations	Temporary

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Records Schedule Items

DAA-0490-2014-0004-0001	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Paul D. Coverdell Fellows Program Files - High Level
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Superseded By: DAA-0490-2019-0002-0001 Added superseded authority 11/9/2022. ASG. on 05/18/2023.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: 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.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Approximate first year of records covered by this authority	1985

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: ---/1985 To: ---/1999
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0490-2014-0004-0002		<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Paul D. Coverdell Fellows Program Files - Routine	
Item Description	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.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. Superseded By: DAA-0490-2019-0002-0002 Added superseded authority 11/9/2022. ASG. on 05/18/2023.</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Destroy 7 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0490-2014-0004-0003		<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Master's International Program Files - High Level	

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Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Superseded By: DAA-0490-2019-0002-0001 Added superseded authority 11/9/2022. ASG. on 05/18/2023.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: 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.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after cutoff when latest record in block is 5 years old.
<b>ADDITIONAL INFORMATION</b>	
Approximate first year of records covered by this authority	1985
Date span of the initial transfer	From: --/--/1985 To: --/--/1999
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

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ITEM GENERAL INFORMATION	
Item Title	Master's International Program Files - Routine
Item Description	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.
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?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
N1-490-95-007 / 1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
<b>DO NOT USE. Superseded By: DAA-0490-2019-0002-0002 Added superseded authority 11/9/2022. ASG. on 05/18/2023.</b>	
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	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0490-2014-0004-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Newsletters
Item Description	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.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year
Retention Period	Destroy 5 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0490-2014-0004-0006	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Photographs and Authorizations
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0490-2023-0004-0001 on 09/16/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Destroy 50 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	



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

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	David Ferriero	03/02/2016