

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2015-0001
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 Director's Office
Minor Subdivision Compliance Office
Schedule Subject Compliance Office

Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0490-2015-0001

Sequence Number	
1	Compliance Analysis Master Spreadsheet Disposition Authority Number: DAA-0490-2015-0001-0001
2	Compliance Analysis Trends Disposition Authority Number: DAA-0490-2015-0001-0002
3	Compliance Working Files Disposition Authority Number: DAA-0490-2015-0001-0003

Records Schedule Items

Sequence Number	
1	<p>Compliance Analysis Master Spreadsheet</p> <p>Disposition Authority Number DAA-0490-2015-0001-0001</p> <p>The Compliance Analysis Master Spreadsheet is a record of all Office of Inspector General's (OIG) recommendations, a detailed breakdown of recommendations by category and the responses generated from those recommendations. The OIG recommendations are based on financial audits and program evaluations of Peace Corps' overseas offices and headquarters.</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of fiscal year.</p> <p>Retention Period Destroy 10 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Compliance Analysis Trends</p> <p>Disposition Authority Number DAA-0490-2015-0001-0002</p> <p>Analyses of data logged in the master spreadsheet show trends of various issues, such as the most commonly occurring issues from the Office of Inspector General's (OIG) reports. Trend materials generated include graphs, charts and booklets.</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>Disposition Instruction</p>

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Cutoff Instruction Cut off at end of fiscal year.
Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Compliance Working Files

Disposition Authority Number DAA-0490-2015-0001-0003

Consists of documents collected to respond to the Office of Inspector General's (OIG) financial audits, management alerts, program evaluations or investigations. Working files include correspondence between the Compliance Office and headquarters' offices or among the Compliance Office, overseas posts, and Regions. An additional working file is the Compliance Office's Agency response memo, which becomes an appendix to the OIG final report.

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 close of recommendations.

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
01/02/2015	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
01/05/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/07/2015	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
01/07/2015	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
04/16/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/22/2015	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
04/28/2015	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
05/07/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
05/07/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/07/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/13/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist