

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0490-2015-0002**

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                      **Office of the Director**

Minor Subdivision                      **Office of Innovation**

Schedule Subject                      **Innovation Files**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0490-2015-0002

Sequence Number	
1	Office of Innovation Files
1 1	Innovation Records Disposition Authority Number: DAA-0490-2015-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Office of Innovation Files</b> The Office of Innovation works with senior management and staff to develop process and procedural improvements to enable the agency to operate more efficiently. Its responsibilities include creating a culture that generates new practices and sharing best practices for the continuous improvement of all aspects of the Peace Corps.</p>
11	<p><b>Innovation Records</b> Disposition Authority Number      <b>DAA-0490-2015-0002-0001</b></p> <p>Consists of materials pertaining to various technological challenges facing Peace Corps offices and Volunteers. Files include but are not limited to research materials, recommendations, and solutions, such as language translators and smartphone applications; copies of articles published in "Peace Corps Times" and other internal and external publications; copies of press releases; and notes prepared for radio interviews.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at the end of the calendar year.</b></p> <p>Retention Period                      <b>Destroy 5 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>

### 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
05/06/2015	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
05/13/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/13/2015	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
05/13/2015	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
12/17/2015	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/17/2015	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