

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2016-0001
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 Office of Global Operations
Minor Subdivision Office of Overseas Programming and Training Support (OPATS)
Schedule Subject Office of Overseas Programming and Training Support (OPATS)
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 8 | 4 | 4 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0490-2016-0001

| Sequence Number | |
|-----------------|---|
| 1 | Overseas Programming and Training Support (OPATS) |
| 1.1 | Programming and Training Policy Records Disposition Authority Number: DAA-0490-2016-0001-0001 |
| 1.2 | Monitoring, Reporting, and Evaluation Unit |
| 1.2.1 | Reports relating to Funding Agreements with other U.S. Agencies |
| 1.2.1.1 | Significant Reports Disposition Authority Number: DAA-0490-2016-0001-0002 |
| 1.2.2 | Volunteer Reporting Tool (VRT) System |
| 1.2.2.1 | Volunteer Reporting Tool (VRT) System Master File Disposition Authority Number: DAA-0490-2016-0001-0003 |
| 1.3 | Programming Unit |
| 1.3.1 | Teaching English as a Foreign Language (TEFL) Certificates Disposition Authority Number: DAA-0490-2016-0001-0004 |
| 1.4 | Knowledge and Learning Unit |
| 1.4.1 | Training Publications Disposition Authority Number: DAA-0490-2016-0001-0005 |
| 1.4.2 | Copyright Release Agreements Disposition Authority Number: DAA-0490-2016-0001-0006 |
| 1.4.3 | Peace Corps Historical Interest Files, 1962-2010 - Closed Disposition Authority Number: DAA-0490-2016-0001-0007 |
| 1.5 | Training Unit |
| 1.5.1 | Instructional Systems Design Records Disposition Authority Number: DAA-0490-2016-0001-0008 |

Records Schedule Items

| Sequence Number | | | | | | | | | | | | | | | |
|---|---|-------------------|-----------|-------------|--------|-----------------------------|----|---------------------------|-----------------------------|---|----|--------------------|--|--|---|
| 1 | <p>Overseas Programming and Training Support (OPATS) The mission of OPATS is to provide proactive, strategic leadership in the areas of programming, training, and evaluation by designing, implementing, and evaluating programming and training systems, resources, and activities that build staff and Volunteer capacity. OPATS identifies, develops, and disseminates standardized training packages, including core training modules; monitoring and evaluation tools and indicators; applies technology to the promotion of innovation and learning; and provides training and development opportunities to overseas staff. This office has existed in various forms and units since at least the mid-1970s, starting with the Office of Programming and Training Coordination, followed by the Office of Training and Programming, and succeeded by OPATS' immediate predecessor, the Center for Field Assistance and Applied Research. Despite these predecessors, the office has never been solidified to a point where records have been scheduled under any existing authorities.</p> | | | | | | | | | | | | | | |
| 1.1 | <p>Programming and Training Policy Records Disposition Authority Number DAA-0490-2016-0001-0001</p> <p>Major policy documents that provide programming and training guidance to post staff, trainees, and Volunteers with instructions on how to build quality programs that achieve the Peace Corps' mission of promoting world peace and friendship. Includes policies and procedures for developing project frameworks, designs, plans, and assessments; training designs, programs, and assessments; and monitoring, evaluation, and reporting plans. Also contains policies and procedures for project management and implementation.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Permanent</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>No</td> </tr> <tr> <td>Explanation of limitation</td> <td>All records are electronic.</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>No</td> </tr> </table> <p>Disposition Instruction</p> <table border="0"> <tr> <td>Cutoff Instruction</td> <td>Cut off at the end of the calendar year.</td> </tr> <tr> <td>Transfer to the National Archives for Accessioning</td> <td>Transfer to the National Archives 1 year(s) after cutoff.</td> </tr> </table> | Final Disposition | Permanent | Item Status | Active | Is this item media neutral? | No | Explanation of limitation | All records are electronic. | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | Cutoff Instruction | Cut off at the end of the calendar year. | Transfer to the National Archives for Accessioning | Transfer to the National Archives 1 year(s) after cutoff. |
| Final Disposition | Permanent | | | | | | | | | | | | | | |
| Item Status | Active | | | | | | | | | | | | | | |
| Is this item media neutral? | No | | | | | | | | | | | | | | |
| Explanation of limitation | All records are electronic. | | | | | | | | | | | | | | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | | | | | | | | | | | | | | |
| Cutoff Instruction | Cut off at the end of the calendar year. | | | | | | | | | | | | | | |
| Transfer to the National Archives for Accessioning | Transfer to the National Archives 1 year(s) after cutoff. | | | | | | | | | | | | | | |

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

| | Estimated Current Volume | Annual Accumulation |
|---|--------------------------|---------------------|
| Electronic/Digital | 55 MB | 15 GB |
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

1.2 **Monitoring, Reporting, and Evaluation Unit**

1.2.1 **Reports relating to Funding Agreements with other U.S. Agencies**
Reports pertaining to partnerships between the Peace Corps and other U.S. agencies that contribute to Peace Corps initiatives and projects such as Feed the Future (FTF).

1.2.1.1 **Significant Reports**

Disposition Authority Number **DAA-0490-2016-0001-0002**

Annual and semiannual progress reports include quantitative data of accomplishments and qualitative information such as background material, objectives, status of activities, constraints, challenges, corrective actions, successes, and an analysis of how Peace Corps has used USAID resources. Reports currently include initiative and project indicator reports pertaining to Feed the Future activities and accomplishments.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

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

Transfer to the National Archives for Accessioning **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 in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer. Transfer legal custody of electronic records to NARA 15 years after cutoff. Transfer paper records to NARA 15 years after cutoff in 5 year blocks when the latest record in block is 5 years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2016**

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

| | Estimated Current Volume | Annual Accumulation |
|---|--------------------------|---------------------|
| Electronic/Digital | 59.9 MB | 12 MB |
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

1.2.2

Volunteer Reporting Tool (VRT) System

The Volunteer Reporting Tool (VRT) is the primary reporting mechanism for capturing and reporting data that post staff collects from Volunteers on their activities and the results of their work. Post staff also manage and use that data to provide feedback to Volunteers, assess the progress and planning of their projects, and report project status and results to donor organizations, nongovernmental

1.2.2.1

organizations, host country governmental partners, and to headquarters. The VRT stores and summarizes the results of Volunteer Report Forms (VRFs) for programming and training purposes; and allows posts to manage projects, partnerships, and other program-related work to support Peace Corps' goals.

Volunteer Reporting Tool (VRT) System Master File

Disposition Authority Number DAA-0490-2016-0001-0003

The VRT master file contains information such as: project frameworks, the types of Volunteer activities, activity summaries, Volunteer to Volunteer collaborations, locations of activity, whether an activity was a mass media activity, whether activity furthered Peace Corps' goals 1, 2, and 3, project work areas, partnering organizations, gender equality and women's empowerment Cross Sector Programming Priorities (CSPP), HIV/AIDS CSPP, technology for development CSPP, volunteerism CSPP, youth as resources CSPP, people with disabilities CSPP, numbers of individuals participating in activities, numbers of service providers, organizational capability strengthening, community-wide activities, activity objectives, and sector indicators.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic media only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

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

Retention Period Destroy 15 year(s) after cutoff.

Additional Information

GAO Approval Not Required.

1.3

Programming Unit

1.3.1

Teaching English as a Foreign Language (TEFL) Certificates

Disposition Authority Number DAA-0490-2016-0001-0004

The TEFL certificate is earned by Volunteers after successfully completing 120 hours of field-vetted training sessions, practice teaching, and 2 years of supervised teaching experience. The certificate states the type(s) of training completed.

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|-------|---|--|
| | 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 30 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 1.4 | Knowledge and Learning Unit | |
| 1.4.1 | Training Publications | |
| | Disposition Authority Number | DAA-0490-2016-0001-0005 |
| | Training materials developed for trainees, Volunteers, and staff by Peace Corps staff and contractors, and published by the Peace Corps. Can include pre-service and in-service training sessions, technical training materials, guides, case studies, lesson plans, handbooks, idea books, and training manuals. | |
| | Final Disposition | Permanent |
| | Item Status | Active |
| | Is this item media neutral? | No |
| | Explanation of limitation | All records are electronic. |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off in the year the publication is released. Paper copies of records may be destroyed upon quality control of scanned image. |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 1 year(s) after cutoff. |

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1962 To 2012**

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | 10 GB | 200 MB |
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

1.4.2

Copyright Release Agreements

Disposition Authority Number **DAA-0490-2016-0001-0006**

Agreements with owners of original materials granting permission for Peace Corps use.

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 year of publication.**

Retention Period **Destroy 75 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

1.4.3

Peace Corps Historical Interest Files, 1962-2010 - Closed

Disposition Authority Number **DAA-0490-2016-0001-0007**

Files that document the Peace Corps' history, development, major initiatives, milestones, important occasions, and accomplishments. Includes unique Peace Corps promotional materials, telegrams, reports, memos, articles, posters and graphics; Agency, staff and Volunteer photos; brochures, Congressional and Legislative materials, historical papers, newsletters (The Volunteer, The Peace Corps News), press releases, speeches, essays, and letters.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation All records are electronic.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off records upon approval of this schedule.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after the approval of this schedule.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1960 To 2010

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | 16 GB | |
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

| | |
|-------|---|
| 1.5 | Training Unit |
| 1.5.1 | Instructional Systems Design Records |
| | Disposition Authority Number DAA-0490-2016-0001-0008 |
| | <p>The training unit creates training resources for overseas staff, trainees, and Volunteers by applying instructional methodologies to training content created by various Overseas Programming and Training Support (OPATS) units and overseas staff. Training records consist of instructions on how to acquire the skills and knowledge that assists overseas staff, trainees, and Volunteers to meet the objectives of their given assignments in areas such as diversity, technical, language, and intercultural training. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, participant assessments, and electronic training resources.</p> |
| | 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? Yes |
| | Do any of the records covered by this item exist as structured electronic data? No |
| | Disposition Instruction |
| | Cutoff Instruction Cut off the end of the calendar year. |
| | Retention Period Destroy 6 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 |
|------------|--------------------------|------------------|---|--|
| 01/27/2016 | Certify | Valery Garrett | Records Management officer | Peace Corps - Peace Corps |
| 09/15/2016 | Return for Revision | Darryl Byrd | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 11/10/2016 | Submit For Certification | Valery Garrett | Records Management officer | Peace Corps - Peace Corps |
| 11/10/2016 | Certify | Valery Garrett | Records Management officer | Peace Corps - Peace Corps |
| 11/10/2016 | Return for Revision | Darryl Byrd | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 12/05/2016 | Submit For Certification | Valery Garrett | Records Management officer | Peace Corps - Peace Corps |
| 12/05/2016 | Certify | Valery Garrett | Records Management officer | Peace Corps - Peace Corps |
| 01/19/2017 | Submit for Concurrence | Lisa Clavelli | Supervisor, ACNR Appraisal Team 2 | National Archives and Records Administration - Records Management Services |
| 01/23/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 01/23/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 01/26/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |