

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2016-0004

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 Volunteer Recruitment and Selection (VRS)

Schedule Subject Volunteer Recruitment and Fingerprint Records

Internal agency concurrences will be provided No

Background Information The Volunteer Recruitment and Selection (VRS) mission is to promote the Peace Corps, and recruit and place qualified men and women who represent the diversity of the United States to serve in overseas programs that meet the needs of Peace Corps' host countries.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0490-2016-0004

Sequence Number	
1	Fingerprint Cards Disposition Authority Number: DAA-0490-2016-0004-0001
2	Recruitment Records Disposition Authority Number: DAA-0490-2016-0004-0002

Records Schedule Items

Sequence Number	
1	<p>Fingerprint Cards</p> <p>Disposition Authority Number DAA-0490-2016-0004-0001</p> <p>Fingerprint cards of potential Peace Corps Volunteers.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Fingerprint cards are not digital.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of calendar year.</p> <p>Retention Period Destroy 6 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Recruitment Records</p> <p>Disposition Authority Number DAA-0490-2016-0004-0002</p> <p>Records relating to Peace Corps' Volunteer recruitment efforts. Records include headquarters' and regional recruiting offices' promotional materials, campaign guidance, planning, and event files, as well as college and university partnerships files.</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? Yes</p>

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.

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
06/29/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
12/13/2016	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/15/2016	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
12/15/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
01/17/2017	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