

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0490-2016-0004**  
Schedule Status                 **Modified Approved Version**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

### 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><b>Fingerprint Cards</b></p> <p>Disposition Authority Number      <b>DAA-0490-2016-0004-0001</b></p> <p><b>Fingerprint cards of potential Peace Corps Volunteers.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation            <b>Fingerprint cards are not digital.</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at end of calendar year.</b></p> <p>Retention Period                        <b>Destroy 6 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>
2	<p><b>Recruitment Records</b></p> <p>Disposition Authority Number      <b>DAA-0490-2016-0004-0002</b></p> <p><b>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.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Inactive</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>Yes</b></p>

Do any of the records covered by this item exist as structured electronic data?	No
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0008-0003
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