

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0490-2016-0005**  
 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                **Peace Corps Response**  
 Schedule Subject                 **Peace Corps Response Program Records**  
 Internal agency concurrences will be provided    **No**

Background Information            **Peace Corps Response began as Crisis Corps in 1996 to provide a means for Returned Peace Corps Volunteers to quickly respond to disasters, making use of their cross-cultural skills and adaptability. Crisis Corps changed its name to Peace Corps Response (PCR) in 2007 to reflect the widening scope of the program. Today, PCR meets a variety of host country needs, in addition to continuing its role in disaster response.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0490-2016-0005

Sequence Number	
1	Peace Corps Response Program Files - High Level Disposition Authority Number: DAA-0490-2016-0005-0001
2	Peace Corps Response Program Files – Routine Disposition Authority Number: DAA-0490-2016-0005-0002
3	Peace Corps Response Volunteer Files Disposition Authority Number: DAA-0490-2016-0005-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Peace Corps Response Program Files - High Level</b></p> <p>Disposition Authority Number      <b>DAA-0490-2016-0005-0001</b></p> <p><b>Files relating to the operation of the Peace Corps Response program. Includes strategic plans, recruitment materials, statistical analyses, reports, assessments, evaluations, minutes of meetings, correspondence, and other documentation relating to the management and direction of the program.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>All records are electronic.</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>GRS or Superseded Authority Citation      <b>N1-490-02-3 / 970.2 N1-490-02-3 / 970.3 N1-490-02-3 / 970.4</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at the end of the fiscal year.</b></p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning      <b>Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff in 5 year blocks</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2002 To 2006</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 5 Years</b></p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	680 MB	75 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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**Peace Corps Response Program Files – Routine**

Disposition Authority Number **DAA-0490-2016-0005-0002**

Records relating to administrative and program support activities not included in "Program Files - High Level". Includes records such as Volunteers' final reports to Peace Corps and/or partnering organizations, evaluations of projects, routine correspondence, administrative reports, and other records relating to routine program and administrative activities.

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**

GRS or Superseded Authority Citation **N1-490-02-3, item 970.6**

**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**

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**Peace Corps Response Volunteer Files**

Disposition Authority Number **DAA-0490-2016-0005-0003**

Administrative records that ensure required documentation is completed. Includes checklists and authorizations covering information about next of kin and emergency contacts; changes in status (marital, citizenship, legal, financial,

etc.); authorizations for release of financial information; hometown news release authorizations; life insurance designations or waivers; safety and security training agreements; assignment descriptions; passport and visa submission confirmations, and other administrative records.

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 the file at the end of the fiscal year.

Retention Period Destroy 3 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
09/22/2016	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/23/2016	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
09/23/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
12/07/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
12/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/13/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/15/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist