

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2016-0006
 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
 Schedule Subject Database of Volunteer Experience (DOVE)
 Internal agency concurrences will be provided No

Background Information DOVE is the system used to maintain and manage records relating to the application, evaluation, and placement of Peace Corps, Peace Corps Response (PCR), and Global Health Services Partnership (GHSP) Volunteers. DOVE also contains information relating to the recruitment and staging (pre-departure orientation) of Peace Corps Volunteers. Additionally, the system includes overseas posts' requests for Peace Corps Volunteers with specific knowledge, skills, and abilities. For PCR and GHSP Volunteers only, the system contains information about country programming, duties, responsibilities, volunteer qualifications, supervision and reporting requirements, housing and living conditions, orientation, and safety and security from the Posts. The system also includes records relating to Administrative Separations.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2016-0006

Sequence Number	
1	DOVE Volunteer Recruitment and Applicant Records Disposition Authority Number: DAA-0490-2016-0006-0001
2	Administrative Separation or "Resignation in Lieu of" Records
2.1	Post Administrative Separation Records Disposition Authority Number: DAA-0490-2016-0006-0002
2.2	DOVE Administrative Separation Records Disposition Authority Number: DAA-0490-2016-0006-0003
3	Requests for Trainees Disposition Authority Number: DAA-0490-2016-0006-0004

Records Schedule Items

Sequence Number	
1	<p>DOVE Volunteer Recruitment and Applicant Records</p> <p>Disposition Authority Number DAA-0490-2016-0006-0001</p> <p>For all potential volunteers (Peace Corps, Peace Corps Response, Global Health Service Partnerships), information includes applicant's name, contact information, availability, knowledge of languages, references, overseas suitability assessments, background investigations, evaluator-recruiter interview notes, and invitations to serve. For Peace Corps Volunteers only, also includes an invitation to training, additional personal information, Welcome Book receipt confirmation, recruitment calendars, strategies, and marketing information.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation All records are electronic.</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? Yes</p> <p>GRS or Superseded Authority Citation N1-490-94-3 / 1 N1-490-02-3 / 970.1 N1-490-02-3 / 970.5</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year in which the final action is taken on the application</p> <p>Retention Period Destroy 6 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Administrative Separation or "Resignation in Lieu of" Records</p> <p>Records relating to a Volunteer's involuntary separation or resignation from the Peace Corps. The records are created at posts and some documents are uploaded to DOVE.</p>
2.1	<p>Post Administrative Separation Records</p>

Disposition Authority Number DAA-0490-2016-0006-0002

Includes evidence supporting the Consideration of Administrative Separation Memorandum, notes, Volunteer resignations, and any other documentation associated with the Volunteer's Administrative Separation or "Resignation in Lieu of" an Administrative Separation.

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 end of the fiscal year in which the Volunteer is separated or resigns.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2.2

DOVE Administrative Separation Records

Disposition Authority Number DAA-0490-2016-0006-0003

Includes the official documentation relating to the Volunteer separation process, including Consideration of Administrative Separation Memorandum; Volunteer response, if any; and the Administrative Separation Memorandum, if written.

Final Disposition Temporary

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? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in which the Volunteer is separated or resigns.

3	Retention Period	Destroy 30 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Requests for Trainees	
	Disposition Authority Number	DAA-0490-2016-0006-0004
	Information from the Posts about the knowledge, skills and abilities needed for specific jobs in their areas for each recruiting quarter. Includes a description of the project, country conditions, and Volunteer qualifications.	
	Final Disposition	Temporary
	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?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off 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
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
12/20/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/22/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist