

Request for Records Disposition Authority

Records Schedule Number **DAA-0490-2016-0007**
 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 the Director**
 Minor Subdivision **Office of 3rd Goal and Returned Volunteer Services**
 Schedule Subject **Office of 3rd Goal, Return Volunteer Services, and World Wise Schools Records**

Internal agency concurrences will be provided **No**

Background Information

The Peace Corps' Third Goal is to promote a better understanding of other peoples on the part of Americans by sharing their Peace Corps experience with American communities. Returned Volunteer Services (RVS) provides career, educational, and transitional assistance to more than 3,500 Volunteers who return to the United States each year. World Wise Schools (WWS) works to fulfill the third goal of the Peace Corps by educating Americans about the people and countries where Peace Corps Volunteers serve, broadening their perspectives, increasing cultural awareness, understanding global connections, and gaining a firsthand account of what life is like for a Peace Corps Volunteer.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	3	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2016-0007

Sequence Number	
1	3rd Goal, Returned Volunteer Services, and World Wise Schools Program Records – Significant
	Disposition Authority Number: DAA-0490-2016-0007-0001
2	Returned Peace Corps Volunteers Career Link Database Master File
	Disposition Authority Number: DAA-0490-2016-0007-0002
3	Returned Peace Corps Volunteer (RPCV) Certification of Service Records
	Disposition Authority Number: DAA-0490-2016-0007-0003
4	World Wise Schools Correspondence Match Database Master File
	Disposition Authority Number: DAA-0490-2016-0007-0004
5	World Wise Schools Publications
	Disposition Authority Number: DAA-0490-2016-0007-0005
6	World Wise Schools Speaker Match Database Master File
	Disposition Authority Number: DAA-0490-2016-0007-0006
7	3rd Goal, Returned Volunteer Services, and World Wise Schools Program - Routine Administrative Records
	Disposition Authority Number: DAA-0490-2016-0007-0007
8	Posters
	Disposition Authority Number: DAA-0490-2016-0007-0008

Records Schedule Items

Sequence Number											
1	<p>3rd Goal, Returned Volunteer Services, and World Wise Schools Program Records – Significant</p> <p>Disposition Authority Number DAA-0490-2016-0007-0001</p> <p>Program records relating to the governance of the 3rd Goal, Returned Volunteer Services, and World Wise Schools program. Includes program planning documents, meeting minutes, transition documents, annual dashboard reports, annual and ad-hoc reports, and other significant program-related documents.</p> <p>Final Disposition Permanent</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> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N1-490-91-1 / 7a N1-490-95-2 / 1b2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">2.5 GB</td> <td style="text-align: center;">100 MB</td> </tr> <tr> <td>Paper</td> <td style="text-align: center;">.5 Cubic feet</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	2.5 GB	100 MB	Paper	.5 Cubic feet	
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	2.5 GB	100 MB									
Paper	.5 Cubic feet										

Microform		
Hardcopy or Analog Special Media		

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Returned Peace Corps Volunteers Career Link Database Master File

Disposition Authority Number **DAA-0490-2016-0007-0002**

Records consist of job openings, the names of Federal and private employers, locations, organizational background information, job duties, qualifications, contact information, posting dates, and application deadlines. Also stores email correspondence to and from employers.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Consists of electronic records.**

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 calendar year.**

Retention Period **Destroy 6 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

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Returned Peace Corps Volunteer (RPCV) Certification of Service Records

Disposition Authority Number **DAA-0490-2016-0007-0003**

Letters certifying the dates that a Returned Peace Corps Volunteer served in the Peace Corps, as well as correspondence, tracking logs, and reporting documents about certifications.

Final Disposition **Temporary**

Item Status **Active**

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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 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

World Wise Schools Correspondence Match Database Master File

Disposition Authority Number DAA-0490-2016-0007-0004

Records contain Peace Corps Volunteer's name, country of service, program sector, and email address; the U.S. educator's name, contact information, school name, grade level of their students, number of students; and application forms.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Consists of electronic records.

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

GRS or Superseded Authority Citation N1-490-91-1 / 8
N1-490-95-2 / 1a1

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Disposition Instruction

Cutoff Instruction Cut off when Volunteer completes service or separates.

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

World Wise Schools Publications

Disposition Authority Number **DAA-0490-2016-0007-0005**

Publications that convey the Peace Corps cross-cultural experience to schoolchildren in the United States, and teach an understanding and respect for other cultures worldwide through social studies, language arts, mathematics, science, foreign languages, environmental education, and international economics.

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off upon publication.**

Transfer to the National Archives for Accessioning **Transfer one copy of each publication to the National Archives in 3 year blocks for accessioning when the most recent records are 3 years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1989 To 2004**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	0.5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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World Wise Schools Speaker Match Database Master File

Disposition Authority Number **DAA-0490-2016-0007-0006**

Records contain Returned Peace Corps Volunteer's name, country of service, program sector, and email address; the U.S. educator's name, contact information, school name, grade level of their students, number of students; and application forms.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Consists of electronic records.
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 files when the Returned Peace Corp Volunteer or educator separates from program.
Retention Period	Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval	Not Required
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3rd Goal, Returned Volunteer Services, and World Wise Schools Program - Routine Administrative Records

Disposition Authority Number	DAA-0490-2016-0007-0007
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Records related to daily operations of the program including routine correspondence, newsletters, event files, lesson plans, promotional and marketing materials, career services records such as career education publications, brochures, and newsletters.

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

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GRS or Superseded Authority Citation N1-490-91-1 / 7b
N1-490-95-2 / 1b1

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year.
Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Posters

Disposition Authority Number DAA-0490-2016-0007-0008

Posters produced by Peace Corps for offices within the agency promoting activities or services of the organization.

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

Transfer to the National Archives for Accessioning Transfer two copies of each printed poster in hard-copy form, or, if hard copy does not exist, in digital form, to the National Archives immediately after publication.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2010 To 2016

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	80 MB	40 MB

Paper	0.5 Cubic feet	0.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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
07/29/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
10/25/2017	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/15/2017	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
11/15/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
11/20/2017	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist