

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0490-2016-0009

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2016-0009
Schedule Status Returned Without Action

Agency or Establishment Peace Corps
Record Group / Scheduling Group Records of the Peace Corps
Records Schedule applies to Agency-wide
Schedule Subject Emails of non-Capstone officials
Internal agency concurrences will be provided No

Background Information The Peace Corps has a Five-Year Rule which does not allow employees to remain beyond five years. In reality, employees stay only an average of three years. The Peace Corps, therefore, needs this exemption to GRS 6.1 items 011 and 012.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0490-2016-0009**

Outline of Records Schedule Items for DAA-0490-2016-0009

Sequence Number

1

Email of non-Capstone officials

Disposition Authority Number: DAA-0490-2016-0009-0001

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Records Schedule: DAA-0490-2016-0009

Records Schedule Items

Sequence Number	
1	<p data-bbox="337 385 781 421">Email of non-Capstone officials</p> <p data-bbox="337 438 1146 474">Disposition Authority Number DAA-0490-2016-0009-0001</p> <p data-bbox="337 491 989 527">Emails, calendars, and all associated records.</p> <p data-bbox="337 544 911 580">Final Disposition Temporary</p> <p data-bbox="337 597 907 634">Item Status Withdrawn</p> <p data-bbox="337 651 813 687">Is this item media neutral? Yes</p> <p data-bbox="337 704 797 838">Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? No</p> <p data-bbox="337 874 651 910">Disposition Instruction</p> <p data-bbox="337 927 1513 963">Cutoff Instruction Cut off when employment at Peace Corps terminates.</p> <p data-bbox="337 981 1513 1102">Retention Period Cut off when employment at Peace Corps terminates. Delete email older than 3 years within 90 days after cutoff. Delete all email 3 years after cutoff.</p> <p data-bbox="337 1140 646 1176">Additional Information</p> <p data-bbox="337 1193 943 1229">GAO Approval Not Required</p>

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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
04/06/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
12/05/2016	Return Without Action	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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