

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2016-0010
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
Schedule Subject Anniversary Celebration Records
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0490-2016-0010

Sequence Number

1

Anniversary Celebration Records

Disposition Authority Number: DAA-0490-2016-0010-0001

Records Schedule Items

Sequence Number											
1	<p>Anniversary Celebration Records</p> <p>Disposition Authority Number DAA-0490-2016-0010-0001</p> <p>Records documenting major Peace Corps anniversary celebrations, such as the 45th, 50th, etc., held in the United States and at overseas posts. Includes the strategic plan, files that document the policies involved and actions taken in putting together an event, branding and marketing, speeches made by the Peace Corps Director and other luminaries, correspondence between senior governmental officials and other influential individuals, and final reports.</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? No</p> <p>GRS or Superseded Authority Citation NC1-362-85-2 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the year of celebration.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 1 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 1985 To 2012</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>5 GB</td> <td>1 GB</td> </tr> <tr> <td>Paper</td> <td>5 Cubic feet</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	5 GB	1 GB	Paper	5 Cubic feet	
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	5 GB	1 GB									
Paper	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
06/23/2016	Return to Submitter	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
06/29/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
09/07/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/08/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/08/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/09/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist