

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2016-0012
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 Overseas Posts
Schedule Subject Overseas Posts - Miscellaneous Items
Internal agency concurrences will be provided No

Background Information These items supersede and correct disposition deficiencies for records schedule items that do not address the possibility of an overseas post's closure.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2016-0012

Sequence Number	
1	Duty Officer's Handbook Disposition Authority Number: DAA-0490-2016-0012-0001
2	Post Policies and Guidelines Disposition Authority Number: DAA-0490-2016-0012-0002
3	DEA (Drug Enforcement Agency) / Controlled Substance Log Disposition Authority Number: DAA-0490-2016-0012-0003
4	Emergency Action Plan (EAP) Files Disposition Authority Number: DAA-0490-2016-0012-0004
5	Volunteer Coordinators' Manual Disposition Authority Number: DAA-0490-2016-0012-0005
6	Volunteer Handbooks Disposition Authority Number: DAA-0490-2016-0012-0006

Records Schedule Items

Sequence Number	
1	<p>Duty Officer's Handbook</p> <p>Disposition Authority Number DAA-0490-2016-0012-0001</p> <p>Handbook kept in possession of duty officer in case of emergencies. Contains duty officer's responsibilities and information from other sources about volunteers and their location.</p> <p>Final Disposition Temporary</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GRS or Superseded Authority Citation N1-490-12-3 / 4</p> <p>Disposition Instruction</p> <p>Retention Period Destroy old version when updated or superseded or when post closes.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Post Policies and Guidelines</p> <p>Disposition Authority Number DAA-0490-2016-0012-0002</p> <p>Policies created at post. Includes general policies and guidelines or program and training guidelines and policies or other post-specific guidelines or policies.</p> <p>Final Disposition Temporary</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>

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GRS or Superseded Authority Citation N1-490-12-3 / 10

Disposition Instruction

Cutoff Instruction Cut off when superseded or when post closes.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

DEA (Drug Enforcement Agency) / Controlled Substance Log

Disposition Authority Number DAA-0490-2016-0012-0003

DEA log dedicated to dispensing and disposal of controlled substances at post.

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 N1-490-12-4 / 1

Disposition Instruction

Cutoff Instruction Cut off when beginning a new log or when post closes.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Emergency Action Plan (EAP) Files

Disposition Authority Number DAA-0490-2016-0012-0004

Emergency Action Plan (EAP) and EAP Brochures written at each post in conjunction with staff, Volunteers and others. Explains types of potential emergencies and emergency action plans and contingencies. Can also contain tips on home stay preparation before Volunteer leaves for service, safe house locations and phone numbers, and staff phone numbers.

Final Disposition Temporary

Item Status Active

5	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	N1-490-12-5 / 2
	Disposition Instruction	
	Cutoff Instruction	Cut off when updated or when post closes.
	Retention Period	Destroy at cutoff.
	Additional Information	
	GAO Approval	Not Required
	Volunteer Coordinators' Manual	
	Disposition Authority Number	DAA-0490-2016-0012-0005
<p>This guidance, created by some but not all posts, outlines the rules and responsibilities for those Peace Corps Volunteers who have assumed additional duties as Volunteer Coordinators (also known as Emergency Zone Coordinators or Wardens).</p>		
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	N1-490-12-5 / 7	
Disposition Instruction		
Cutoff Instruction	Cut off in calendar year it is updated or when post closes.	
Retention Period	Destroy/delete 1 year after cutoff.	
Additional Information		
GAO Approval	Not Required	
Volunteer Handbooks		
Disposition Authority Number	DAA-0490-2016-0012-0006	
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Handbooks provided to volunteers at post. Handbooks contain rules, regulations and guidance so that volunteers know what to expect and what is expected of them during their service. The information in the handbooks includes but is not limited to rules and guidance about work, travel, and leave, and emergency contacts.

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 N1-490-12-6 / 9

Disposition Instruction

Cutoff Instruction Cut off when superseded or when post closes.

Retention Period Destroy 5 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
09/30/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
01/17/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
01/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/26/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist