Request for Records Disposition Authority

Records Schedule Number

DAA-0490-2017-0002

Schedule Status

Approved

Agency or Establishment

Peace Corps

Record Group / Scheduling Group

Records of the Peace Corps

Records Schedule applies to

Major Subdivsion

Major Subdivision

Office of Global Operations

Schedule Subject

Office of Global Operations Program Files

Internal agency concurrences will

be provided

No

Background Information

The mission of Global Operations is to oversee and coordinate the strategic support and management of Peace Corps overseas operations. Global Operations provides direction to the operations of its sub-offices to ensure that they advance the goals of the Peace

Corps.

Item Count

Number of Total Disposition Items		,	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2017-0002

Sequence Number	
	Office of Global Operations Program Files - Significant Program Records Disposition Authority Number: DAA-0490-2017-0002-0001
2	Office of Global Operations Administrative / Routine Records Disposition Authority Number: DAA-0490-2017-0002-0002

Records Schedule Items

1

Office of Global Operations Program Files - Significant Program Records

Disposition Authority Number DAA-0490-2017-0002-0001

Policies, procedures, assessments, analyses, survey results, project presentations, and reports. Includes records such as the New Country Entry Guide, Country Status Reports, Memos to the Field, Field Advisory Board recommendations, and other records directing the activities of sub-offices and posts. Also includes policy and best practices recommendations proposed to senior management, whether

adopted or not.

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 email and word processing?

Yes

Do any of the records covered by this item exist as structured

No

electronic data?

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year.

Transfer to the National Archives

for Accessioning

Transfer to the National Archives 15 year(s) after

cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown Unknown

How frequently will your agency transfer these records to the

National Archives?

Unknown Unknown

Estimated Current Volume Annual A		Annual Accumulation
Electronic/Digital	1 GB	170 MB
Paper	2.0 Cubic feet	.25 Cubic feet

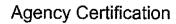
isp	osition Authority	Records Schedule: DAA-0490-2017-000
•	Microform	
	Hardcopy or Analog Special Media	I
	Office of Global Operations	Administrative / Routine Records
	Disposition Authority Number	DAA-0490-2017-0002-0002
		ive and program support documents, discussions, and butine correspondence, drafts, and working files.
	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 email and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	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



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	Ву	Title	Organization
11/30/2016	Certify	Valery Garrett	Records Manageme nt officer	Peace Corps - Peace Corps
05/08/2017	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/08/2017	Submit For Certific ation	Valery Garrett	Records Manageme nt officer	Peace Corps - Peace Corps
05/08/2017	Certify	Valery Garrett	Records Manageme nt officer	Peace Corps - Peace Corps
06/09/2017	Submit for Concur rence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/19/2017	Concur ,	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/21/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist