

### 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 Subdivision  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	
1	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

Sequence Number

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 e-mail 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.**

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 Accumulation
Electronic/Digital	1 GB	170 MB
Paper	2.0 Cubic feet	.25 Cubic feet

Microform		
Hardcopy or Analog Special Media		

2

**Office of Global Operations Administrative / Routine Records**

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

**Records include administrative and program support documents, discussions, and working records, including routine 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 e-mail 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**

## 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
11/30/2016	Certify	Valery Garrett	Records Management 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 Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
05/08/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
06/09/2017	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist