

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2017-0003
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 Director
Minor Subdivision Office of General Counsel
Schedule Subject Policy and Procedure 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2017-0003

Sequence Number	
1	Policy and Procedure Manual Section Development Records Disposition Authority Number: DAA-0490-2017-0003-0001
2	Policy and Procedure Manual Section Working Papers Disposition Authority Number: DAA-0490-2017-0003-0002
3	Peace Corps Manual Disposition Authority Number: DAA-0490-2017-0003-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="370 421 1203 453">Policy and Procedure Manual Section Development Records</p> <p data-bbox="370 470 1154 502">Disposition Authority Number DAA-0490-2017-0003-0001</p> <p data-bbox="370 523 1471 853">Agency policies and procedures, and deliberative documents that result in publication of official Peace Corps Manual sections. Includes memos or emails proposing revisions, correspondence or the complete mark-up/tracked changes showing each individual's suggested revisions; meeting minutes from the Senior Policy Committee meetings that review all proposed policy additions/edits; regulatory documents affecting policies; procedures attached to policy revisions; memos or decision memos signed by the Director approving the finalized policy; interim policy statements; the final policy; and memos or email notifications summarizing the policy revisions.</p> <p data-bbox="370 874 932 906">Final Disposition Permanent</p> <p data-bbox="370 927 862 959">Item Status Active</p> <p data-bbox="370 981 834 1012">Is this item media neutral? Yes</p> <p data-bbox="370 1034 834 1151">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 data-bbox="370 1172 818 1268">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="370 1289 1073 1353">GRS or Superseded Authority Citation N1-490-03-1 / 907.5 N1-490-03-1 / 907.10</p> <p data-bbox="370 1385 678 1417">Disposition Instruction</p> <p data-bbox="370 1438 1503 1523">Cutoff Instruction Cutoff at the end of the fiscal year in which the policy is approved.</p> <p data-bbox="370 1544 1446 1608">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p data-bbox="370 1640 678 1672">Additional Information</p> <p data-bbox="370 1693 846 1725">First year of records accumulation 1961</p> <p data-bbox="370 1747 1049 1842">What will be the date span of the initial transfer of records to the National Archives? From 1961 To 2002</p>

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	450 MB	5 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Policy and Procedure Manual Section Working Papers

Disposition Authority Number **DAA-0490-2017-0003-0002**

Drafts, background materials, reference copies, and other working papers. Also includes all materials for unapproved policies or unapproved policy revisions. Excludes deliberative documents and background material that result in the publication of Peace Corps Manual sections covered under item -0001.

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**

GRS or Superseded Authority Citation **N1-490-92-4 / 1a**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year in which the policy is approved or no longer active.**

Retention Period **Destroy 6 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

3

Peace Corps Manual

Disposition Authority Number **DAA-0490-2017-0003-0003**

Records contain the official, approved version of Peace Corps policies that govern all Peace Corps offices and actions.

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**

GRS or Superseded Authority Citation **N1-490-92-4 / 1b1**

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 5 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	5 GB
Paper		
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
03/03/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
02/12/2018	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/12/2018	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
02/12/2018	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
05/30/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist