

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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="370 414 1201 446">Policy and Procedure Manual Section Development Records</p> <p data-bbox="370 468 1153 500">Disposition Authority Number DAA-0490-2017-0003-0001</p> <p data-bbox="370 521 1461 851">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="370 872 933 904">Final Disposition Permanent</p> <p data-bbox="370 925 860 957">Item Status Active</p> <p data-bbox="370 978 836 1010">Is this item media neutral? Yes</p> <p data-bbox="370 1032 836 1149">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 1170 820 1266">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="370 1287 1071 1351">GRS or Superseded Authority Citation N1-490-03-1 / 907.5 N1-490-03-1 / 907.10</p> <p data-bbox="370 1383 682 1415">Disposition Instruction</p> <p data-bbox="370 1436 1494 1521">Cutoff Instruction Cutoff at the end of the fiscal year in which the policy is approved.</p> <p data-bbox="370 1542 1445 1606">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p data-bbox="370 1638 673 1670">Additional Information</p> <p data-bbox="370 1691 844 1734">First year of records accumulation 1961</p> <p data-bbox="370 1755 1047 1840">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 | | |

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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**

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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 |