

Request for Records Disposition Authority

Records Schedule Number **DAA-0490-2017-0004**
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 Strategic Information, Research, and Planning (OSIRP)**
Schedule Subject **Office of Strategic Information, Research, and Planning (OSIRP)
Program Records**

Internal agency concurrences will be provided **No**

Background Information **The Office of Strategic Information, Research, and Planning's (OSIRP) mission is to guide agency strategic planning; monitor and evaluate agency-level performance and programs; and conduct research in the fields of international development, cultural exchange, and volunteer service.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2017-0004

Sequence Number	
1	Office of Strategic Information, Research, and Planning (OSIRP) Program Records - Significant Disposition Authority Number: DAA-0490-2017-0004-0001
2	Office of Strategic Information, Research, and Planning (OSIRP) Records - Administrative Disposition Authority Number: DAA-0490-2017-0004-0002
3	Office of Strategic Information, Research, and Planning (OSIRP) Records – Raw Data Files Disposition Authority Number: DAA-0490-2017-0004-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="378 412 1511 485">Office of Strategic Information, Research, and Planning (OSIRP) Program Records - Significant</p> <p data-bbox="378 502 1159 534">Disposition Authority Number DAA-0490-2017-0004-0001</p> <p data-bbox="378 555 1495 697">Records relating to the mission and operation of the program. Includes global reports, special studies, Bi-annual Open Government Plans, Country Portfolio Reviews, and records created or used to modify Peace Corps policies, actions, or activities.</p> <p data-bbox="378 719 935 751">Final Disposition Permanent</p> <p data-bbox="378 772 867 804">Item Status Active</p> <p data-bbox="378 825 837 857">Is this item media neutral? Yes</p> <p data-bbox="378 878 837 1000">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="378 1021 821 1108">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="378 1129 1029 1187">GRS or Superseded Authority Citation NC 174-189 / 69a</p> <p data-bbox="378 1219 683 1251">Disposition Instruction</p> <p data-bbox="378 1283 1263 1315">Cutoff Instruction Cut off at the end of the fiscal year.</p> <p data-bbox="378 1336 1516 1661">Transfer to the National Archives for Accessioning Transfer electronic records to NARA as a pre-accession 5 years after cutoff in 5 year blocks when the latest record in block is 5 years old in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer. Transfer legal custody of electronic records to NARA 15 years after cutoff. Transfer paper records to NARA 15 years after cutoff in 5 year blocks.</p> <p data-bbox="378 1698 678 1730">Additional Information</p> <p data-bbox="378 1761 915 1847">What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p>

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2.5 GB	100 MB
Paper	4.0 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

Office of Strategic Information, Research, and Planning (OSIRP) Records - Administrative

Disposition Authority Number **DAA-0490-2017-0004-0002**

Records relating to administrative and program support activities not included in Item 0001, 'Office of Strategic Information, Research, and Planning (OSIRP) Program Records – Significant' of this schedule. Includes survey and questionnaire design documents, ad hoc reports, interim and administrative reports, administrative decision memos, agendas, meeting minutes, talking points, quarterly strategic plan performance reviews, Internal Management Assessments, and other records relating to routine program and administrative activities.

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 fiscal year.**

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

Additional Information

3

GAO Approval	Not Required
Office of Strategic Information, Research, and Planning (OSIRP) Records – Raw Data Files	
Disposition Authority Number	DAA-0490-2017-0004-0003
SPSS or other raw data files and data sets extracted from vendor or agency databases. Records contain information about Volunteers, posts, host country counterparts, and headquarter offices. Also includes spreadsheets, charts, graphs, and tables.	
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?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year.
Retention Period	Destroy 10 years after cutoff or when no longer needed for business purposes.
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
03/29/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
01/24/2018	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
03/05/2018	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
03/05/2018	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
04/25/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
04/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist