

Request for Records Disposition Authority

Records Schedule Number **DAA-0490-2017-0005**
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**
Minor Subdivision **Regions**
Schedule Subject **Region Program Records**

Internal agency concurrences will be provided **No**

Background Information **The Region Offices, Africa Operations (AF); Europe, Mediterranean, and Asia Operations (EMA); and Inter-America and the Pacific Operations (IAP), are located at Peace Corp's headquarters. They are responsible for the overall management and implementation of the overseas programs. The Regions coordinate agency initiatives, policies, and procedures with the posts; and advocate posts' concerns and requirements to senior Peace Corps management.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0490-2017-0005

Sequence Number	
1	Region Program Records
1.1	Region Records - Significant Disposition Authority Number: DAA-0490-2017-0005-0001
1.2	Region Records - Routine Disposition Authority Number: DAA-0490-2017-0005-0002
2	Read for Life Literacy Program Records
2.1	Read for Life Literacy Records - Routine Disposition Authority Number: DAA-0490-2017-0005-0003

Records Schedule Items

Sequence Number	
1	Region Program Records
1.1	Region Records - Significant
	Disposition Authority Number DAA-0490-2017-0005-0001
	Records which document the Peace Corps' activities in proposed, rejected, and actual host countries. Records may include invitations from countries for Peace Corps Volunteers, New Country Assessments and Re-Entry Assessments, Legacy Reports, Internal Management Assessments, decision memoranda to enter a country or reject the invitation, country closeouts, international crisis files containing information on natural and civil disasters, and post evacuations or expulsions.
	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	GRS or Superseded Authority Citation NC1-362-85-1 / 1
	Disposition Instruction
	Cutoff Instruction Cut off at the end of the fiscal year or when post closes.
	Transfer to the National Archives for Accessioning Transfer electronic records to NARA as a preaccession 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 when the latest record in block is 5 years old.
	Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1962 To 2003**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	3 GB	500 MB
Paper	6.0 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

Region Records - Routine

Disposition Authority Number **DAA-0490-2017-0005-0002**

All other records relating to administrative and program support activities not included in Item 0001, Region Program Records – Significant. Includes records such as routine correspondence, administrative cables from the State Department, Country Directors' selection memos, transmission letters announcing new Country Directors, 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 calendar year or when post closes.**

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

	Additional Information	
	GAO Approval	Not Required
2	Read for Life Literacy Program Records Read for Life is an intensive literacy program that supports education Volunteers in teaching English as a foreign language (TEFL), early childhood literacy, math, science and technology, and teacher training for in-service and pre-service teachers.	
2.1	Read for Life Literacy Records - Routine	
	Disposition Authority Number	DAA-0490-2017-0005-0003
	Includes program records, such as strategic plans, reports, marketing materials, teacher guides, handbooks, and other materials.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	All records are electronic.
	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
04/19/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
01/02/2018	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/05/2018	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
01/05/2018	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
02/20/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist