

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2017-0006
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 Let Girls Learn Program
Schedule Subject Let Girls Learn Program Records
Internal agency concurrences will be provided No

Background Information Let Girls Learn is a collaboration between the Department of State, U.S. Agency for International Development, U.S. Department of Labor, U.S. Department of Agriculture, Millennium Challenge Corporation, U.S. President's Emergency Plan Fund for AIDS Relief (PEPFAR), and Peace Corps to expand access to education for adolescent girls around the world, train local teachers to encourage girls, improve infrastructure, empower local leaders, and create solutions to the girls education challenge.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0490-2017-0006

Sequence Number	
1	Let Girls Learn Records - Significant Disposition Authority Number: DAA-0490-2017-0006-0001
2	Let Girls Learn Records / Administrative Disposition Authority Number: DAA-0490-2017-0006-0002

Records Schedule Items

Sequence Number											
1	Let Girls Learn Records - Significant										
	Disposition Authority Number	DAA-0490-2017-0006-0001									
	Program records relating to the Let Girls Learn founding and governance of the program. Includes decision memos establishing the program, selection criteria for country programs, correspondence and announcements from high-level officials, reports and other significant program-related documents.										
	Final Disposition	Permanent									
	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 or when program ends.									
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks for accessioning when the most recent records are 5 years old.									
	Additional Information										
	What will be the date span of the initial transfer of records to the National Archives?	From 2015 To 2019									
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">15 MB</td> <td style="text-align: center;">2 MB</td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	15 MB	2 MB	Paper		
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	15 MB	2 MB									
Paper											

Microform		
Hardcopy or Analog Special Media		

2

Let Girls Learn Records / Administrative

Disposition Authority Number **DAA-0490-2017-0006-0002**

All records not included in Let Girls Learn (LGL) Records - Significant. Includes administrative and program support documents, routine correspondence, weekly updates, and staff meeting agendas that facilitate the day-to-day operations of the program.

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 or when program ends.**

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
08/21/2017	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/21/2017	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
08/21/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
10/17/2017	Submit for Concurrence.	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/25/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist