

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2017-0007
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 Health and HIV
Minor Subdivision Global Health Services Partnership
Schedule Subject Global Health Service Partnership Program Records
Internal agency concurrences will be provided No

Background Information The Global Health Services Partnership (GHSP) is a cooperative effort between the Peace Corps, the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), and Seed Global Health. Currently, the program places nurses and physicians as adjunct faculty in medical facilities and nursing schools in Malawi, Uganda, and Tanzania.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0490-2017-0007

Sequence Number	
1	Global Health Services Partnership Records - Significant Disposition Authority Number: DAA-0490-2017-0007-0001
2	Global Health Services Partnership Records / Routine Disposition Authority Number: DAA-0490-2017-0007-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="349 414 1494 457">Global Health Services Partnership Records - Significant</p> <p data-bbox="349 457 1494 500">Disposition Authority Number DAA-0490-2017-0007-0001</p> <p data-bbox="349 521 1494 670">Records which document policy guidance, procedures, and decisions of the Global Health Services Partnership (GHSP). Files may include memos documenting major decisions, and annual and ad hoc reports describing program challenges and accomplishments.</p> <p data-bbox="349 680 1494 723">Final Disposition Permanent</p> <p data-bbox="349 734 1494 776">Item Status Active</p> <p data-bbox="349 787 1494 829">Is this item media neutral? No</p> <p data-bbox="349 840 1494 883">Explanation of limitation All records are electronic.</p> <p data-bbox="349 893 1494 1021">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="349 1032 1494 1138">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="349 1159 1494 1202">Disposition Instruction</p> <p data-bbox="349 1212 1494 1298">Cutoff Instruction Cut off at the end of the calendar year or when the program ends.</p> <p data-bbox="349 1308 1494 1574">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.</p> <p data-bbox="349 1596 1494 1638">Additional Information</p> <p data-bbox="349 1649 1494 1755">What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2017</p> <p data-bbox="349 1766 1494 1862">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	15 MB	2 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Global Health Services Partnership Records / Routine

Disposition Authority Number **DAA-0490-2017-0007-0002**

All other program records relating to the operation of the office. May include event announcements, marketing materials, applicant evaluations, recruitment event materials, faculty biographies, Volunteer position descriptions, and descriptions of host country medical facilities.

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 the 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
09/29/2017	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/02/2017	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
10/02/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
12/06/2017	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/06/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/07/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist