

## Request for Records Disposition Authority

Records Schedule Number           DAA-0490-2017-0008

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

Schedule Subject                  Volunteer Information Database Application (VIDA) Records

Internal agency concurrences will be provided   No

Background Information           The Volunteer Information Database Application (VIDA) is the overseas Volunteer/Trainee/Invitee tracking application. VIDA allows for the tracking and management of volunteer information, volunteer counterparts, host agencies, and other partners involved in volunteer projects. VIDA also contains the Language Test Module that manages the Peace Corps language testing program used to record and track: 1) certified testers' results; and 2) Volunteers' language proficiency interview (LPI) results.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1                                 | 0                                     | 1                                     | 0                                     |

### GAO Approval

## Outline of Records Schedule Items for DAA-0490-2017-0008

| Sequence Number |
|-----------------|
|-----------------|

|   |
|---|
| 1 |
|---|

|                  |
|------------------|
| VIDA Master File |
|------------------|

|   |
|---|
| Disposition Authority Number: DAA-0490-2017-0008-0001 |
|---|

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="370 427 607 455"><b>VIDA Master File</b></p> <p data-bbox="370 476 1149 504">Disposition Authority Number      <b>DAA-0490-2017-0008-0001</b></p> <p data-bbox="370 527 1502 895">The master file contains information about active and separated Peace Corps Volunteers, Trainees, and Peace Corps Response Volunteers. The types of information include personal (such as birth date, and home address), administrative (such as types of training and close of service date), business (such as banking), safety (such as emergency action planning, consolidation points, emergency testing, and actual evacuation information), site (such as project type, site visits, and host country national counterparts), and communications between Volunteers and staff. The master file also contains the Language Test Module Database information about certified testers' results and Volunteers' language proficiency interview (LPI) results.</p> <p data-bbox="370 917 927 944">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 966 862 993">Item Status                              <b>Active</b></p> <p data-bbox="370 1015 818 1042">Is this item media neutral?        <b>No</b></p> <p data-bbox="370 1064 1122 1091">Explanation of limitation        <b>All records are electronic.</b></p> <p data-bbox="370 1112 829 1247">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?    <b>Yes</b></p> <p data-bbox="370 1268 829 1353">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="370 1374 992 1432">GRS or Superseded Authority Citation      <b>N1-490-08-1 / .1</b></p> <p data-bbox="370 1453 675 1502"><b>Disposition Instruction</b></p> <p data-bbox="370 1523 1422 1602">Cutoff Instruction                      <b>Cut off at the end of the fiscal year in which the Volunteer is separated or resigns.</b></p> <p data-bbox="370 1623 1179 1651">Retention Period                      <b>Destroy 6 year(s) after cutoff.</b></p> <p data-bbox="370 1693 675 1721"><b>Additional Information</b></p> <p data-bbox="370 1742 959 1770">GAO Approval                              <b>Not Required</b></p> |

## 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   |
|------------|------------------------|----------------------|---|--|
| 09/20/2017 | Certify                | Valery Garrett       | Records Management officer              | Peace Corps - Peace Corps  |
| 02/07/2018 | Submit for Concurrence | Andrea Shahmohammadi | Appraisal Archivist                     | National Archives and Records Administration - Records Management Office |
| 02/09/2018 | Concur                 | Margaret Hawkins     | Director of Records Management Services | National Records Management Program - ACNR Records Management Services   |
| 02/09/2018 | Concur                 | Margaret Hawkins     | Director of Records Management Services | National Records Management Program - ACNR Records Management Services   |
| 02/13/2018 | Approve                | David Ferriero       | Archivist of the United States          | Office of the Archivist - Office of the Archivist                        |