Request for Records Disposition Authority

Records Schedule Number

DAA-0490-2017-0009

Schedule Status

Approved

Agency or Establishment

Peace Corps

Record Group / Scheduling Group

Records of the Peace Corps

Records Schedule applies to

Major Subdivsion

Major Subdivision

Volunteer Recruitment and Selection (VRS)

Schedule Subject

Records of the Associate Director of Volunteer Recruitment and

Selection (VRS)

Internal agency concurrences will

be provided

No

Background Information

The Volunteer Recruitment and Selection (VRS) mission is to promote the Peace Corps, and recruit and place qualified men and women who represent the diversity of the United States to serve in overseas programs that meet the needs of Peace Corps' host

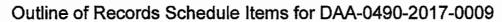
countries.

Item Count

| Number of Total Disposition Items | | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---|--|--|
| 2 | 1 | 1 | 0 |

GAO Approval





| ļ | Sequence Number | |
|---|-----------------|---|
| | 1 | Associate Director Records - Significant Disposition Authority Number: DAA-0490-2017-0009-0001 |
| | 2 | Associate Director Records - Administrative Disposition Authority Number: DAA-0490-2017-0009-0002 |

Records Schedule Items

Sequence Number

1

Associate Director Records - Significant

Disposition Authority Number

DAA-0490-2017-0009-0001

Records relating to the management and direction of the Volunteer Recruitment and Selection program. May include Agency-wide recruitment strategies, decision memos, presentations to senior management, senior staff survey reports, and Volunteer Delivery System Steering Committee charter, meeting minutes, statistical analyses and evaluations of applicant recruitment, assessment, and assignment data.

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 email and word processing?

Yes

Do any of the records covered by this item exist as structured

No

electronic data?

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year.

Transfer to the National Archives

for Accessioning

Transfer records to NARA 15 years after cutoff.

Additional Information

First year of records accumulation 2010

What will be the date span of the

initial transfer of records to the

National Archives?

Unknown

Unknown

How frequently will your agency transfer these records to the

National Archives?

| | Estimated Current Volume | Annual Accumulation | |
|--------------------|--------------------------|---------------------|--|
| Electronic/Digital | 2.5 GB | 5 GB | |
| Paper | 0.5 Cubic feet | | |

2

| Microform | |
|-------------------------------------|--|
| Hardcopy or Analog Special Media | |

Associate Director Records - Administrative

Disposition Authority Number DAA-0490-2017-0009-0002

Records relating to the Volunteer Recruitment and Selection administrative and program support activities. May include routine correspondence, guidance documents, administrative reports, marketing plans, and monthly updates.

Final Disposition Temporary

Item Status Active

Is this item media neutral?

Yes No

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

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



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 | Ву | Title | Organization |
|------------|----------------------------|-------------------------|--|---|
| 09/19/2017 | Certify | Valery Garrett | Records Manageme nt officer | Peace Corps - Peace Corps |
| 07/02/2018 | Return for Revisio n | Andrea Shahmohammadi | Appraisal Archivist | National Archives and Records Administration - Records Management Office |
| 07/26/2018 | Submit For Certific ation | Darryl Byrd | Agency Records Off icer | Management - Records Management |
| 07/26/2018 | Certify | Darryl Byrd | Agency Records Off icer | Management - Records Management |
| 07/30/2018 | Submit for Concur rence | Andrea Shahmohammad | Appraisal Archivist | National Archives and Records Administration - Records Management Office |
| 08/01/2018 | Return to Submitte r | Margaret Hawkins | Director of Records Management Servic es | National Records Management Program - ACNR Records Management Services |
| 08/01/2018 | Submit for Concur rence | Andrea Shahmohammad | Appraisal Archivist | National Archives and Records Administration - Records Management Office |
| 08/16/2018 | Concur | Margaret Hawkins | Director of Records Management Servic es | National Records Management Program - ACNR Records Management Services |
| 08/16/2018 | Concur | Margaret Hawkins | Director of Records Management Servic es | National Records Management Program - ACNR Records Management Services |
| 08/17/2018 | Approve | David Ferriero | Archivist of the Unite d States | Office of the Archivist - Office of the Archivist |