

## 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 Subdivision  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0490-2017-0009

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 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.

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

How frequently will your agency transfer these records to the National Archives? Unknown

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

Microform		
Hardcopy or Analog Special Media		

2

**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**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?            **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
09/19/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
07/02/2018	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
07/26/2018	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
07/26/2018	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
07/30/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
08/01/2018	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/01/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
08/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist