

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2017-0011
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 Office of General Counsel
Schedule Subject Office of General Counsel Records
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2017-0011

Sequence Number	
1	Claims and Disputes Records Disposition Authority Number: DAA-0490-2017-0011-0001
2	Intelligence Determinations Disposition Authority Number: DAA-0490-2017-0011-0002
3	Legal Opinions Disposition Authority Number: DAA-0490-2017-0011-0003
4	Legal Advice and Guidance Records Disposition Authority Number: DAA-0490-2017-0011-0004
5	Litigation and Adversarial Records Disposition Authority Number: DAA-0490-2017-0011-0005

Records Schedule Items

Sequence Number	
1	<p>Claims and Disputes Records</p> <p>Disposition Authority Number DAA-0490-2017-0011-0001</p> <p>Records relating to domestic and overseas claims against and disputes with the Peace Corps that do not result in formal adversarial legal proceedings before a judicial court or administrative forum, such as the Equal Employment Opportunity Commission (EEOC). Includes complaints, settlement agreements, releases, and waivers.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N1-490-03-1 / 907.3-2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at case closure.</p> <p>Retention Period Destroy 7 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Intelligence Determinations</p> <p>Disposition Authority Number DAA-0490-2017-0011-0002</p> <p>Case files of individual determinations regarding eligibility for Volunteer service or Peace Corps employment under the Peace Corps suitability policy. Includes agency decisions and applicant appeals that do not result in formal adversarial legal proceedings before a judicial court or administrative forum.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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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

GRS or Superseded Authority Citation

N1-490-03-1 / 907.9

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year.

Retention Period

Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Legal Opinions

Disposition Authority Number

DAA-0490-2017-0011-0003

Formal legal opinions contain analyses, interpretations, and evaluations of Peace Corp policies formed by the Office of General Counsel in relation to the Peace Corps Act and other laws and regulations administered by or affecting the Peace Corps.

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 to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1961 To 1997

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	100 MB
Paper	2.0 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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Legal Advice and Guidance Records

Disposition Authority Number **DAA-0490-2017-0011-0004**

Routine legal advice, activities, and guidance regarding issues affecting Peace Corps offices and posts. Records include summaries of issues, recommendations, comments, drafts, overseas legal counsel interviews or other notes, and correspondence.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-490-03-1 / 907.3-3
NC-174-189 / 175a**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year.**

Retention Period **Destroy 7 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

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Litigation and Adversarial Records

Disposition Authority Number **DAA-0490-2017-0011-0005**

Case files relating to legal proceedings brought to a domestic or foreign judicial court or administrative forum, such as the Equal Employment Opportunity Commission. Includes complaints, subpoenas, orders, briefs, discovery documents, court actions, settlement agreements, dismissals, rulings, and correspondence.

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? **Yes**

Do any of the records covered
by this item exist as structured
electronic data? **No**

GRS or Superseded Authority
Citation **N1-490-03-1 / 907.3-1**

Disposition Instruction

Cutoff Instruction **Cut off after case closure.**

Retention Period **Destroy 20 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
07/25/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
03/02/2018	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
03/05/2018	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
03/05/2018	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
05/30/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist