

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0490-2018-0003

## Request for Records Disposition Authority

Records Schedule Number DAA-0490-2018-0003  
Schedule Status Returned Without Action

Agency or Establishment Peace Corps  
Record Group / Scheduling Group Records of the Peace Corps  
Records Schedule applies to Department-wide  
Schedule Subject Volunteer/Trainee Financial Records  
Internal agency concurrences will be provided No

Background Information Volunteers are not considered 'employees' and are not covered by the GRS.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 0                                 | 0                                     | 0                                     | 3                                     |

GAO Approval

# WITHDRAWN – RETURNED WITHOUT ACTION

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0490-2018-0003**

## Outline of Records Schedule Items for DAA-0490-2018-0003

| Sequence Number |   |
|-----------------|---|
| 1               | Volunteer/Trainee Payroll Journals<br>Disposition Authority Number: DAA-0490-2018-0003-0001                         |
| 2               | Volunteer/Trainee Tax Withholding and Adjustment Documents<br>Disposition Authority Number: DAA-0490-2018-0003-0002 |
| 3               | Volunteer/Trainee Wage and Tax Statements<br>Disposition Authority Number: DAA-0490-2018-0003-0003                  |

WITHDRAWN – RETURNED WITHOUT ACTION

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0490-2018-0003

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>Volunteer/Trainee Payroll Journals</b></p> <p>Disposition Authority Number      DAA-0490-2018-0003-0001</p> <p>Peace Corps Volunteer/Trainee payroll records for each pay period. Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</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?          No</p> <p>GRS or Superseded Authority Citation      NC1/362/83/1/1a</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at the end of the calendar year.</p> <p>Retention Period                      Destroy 7 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p> |
| 2               | <p><b>Volunteer/Trainee Tax Withholding and Adjustment Documents</b></p> <p>Disposition Authority Number      DAA-0490-2018-0003-0002</p> <p>Peace Corps Volunteer/Trainee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</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?          No</p> <p><b>Disposition Instruction</b></p>  |

# WITHDRAWN – RETURNED WITHOUT ACTION

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0490-2018-0003

3

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy when 4 years old.

## Additional Information

GAO Approval Not Required

## Volunteer/Trainee Wage and Tax Statements

Disposition Authority Number DAA-0490-2018-0003-0003

Agency copies of Volunteer/Trainee IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.

Final Disposition Temporary

Item Status Withdrawn

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 Cutoff at end of calendar year.

Retention Period Destroy when 4 years old.

## Additional Information

GAO Approval Not Required

# WITHDRAWN – RETURNED WITHOUT ACTION

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0490-2018-0003

## 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   |
|------------|-----------------------|----------------------|------------------------|--|
| 06/21/2018 | Certify               | Darryl Byrd          | Agency Records Officer | Management - Records Management  |
| 08/29/2018 | Return Without Action | Andrea Shahmohammadi | Appraisal Archivist    | National Archives and Records Administration - Records Management Office |

# WITHDRAWN – RETURNED WITHOUT ACTION