

## Request for Records Disposition Authority

Records Schedule Number      DAA-0490-2019-0002  
Schedule Status                Modified Approved Version

Agency or Establishment        Peace Corps  
Record Group / Scheduling Group   Records of the Peace Corps  
Records Schedule applies to     Department-wide  
Schedule Subject                Volunteer Recruitment and Selection - University Programs  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0490-2019-0002

Sequence Number	
1	University Programs (UP) Files - High Level Disposition Authority Number: DAA-0490-2019-0002-0001
2	University Programs - Routine Disposition Authority Number: DAA-0490-2019-0002-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 964 415"><b>University Programs (UP) Files - High Level</b></p> <p data-bbox="345 432 1149 468">Disposition Authority Number      <b>DAA-0490-2019-0002-0001</b></p> <p data-bbox="345 489 1516 678">Records include policy decisions, program policies, strategic plans, annual reports, Memorandums of Agreement, Memorandums of Cooperation (except those specified elsewhere), program brochures, notifications of college and university program terminations, and other high-level records pertaining to the creation and operation of the University Programs Partnership programs.</p> <p data-bbox="345 695 919 730">Final Disposition                      <b>Permanent</b></p> <p data-bbox="345 747 849 783">Item Status                              <b>Active</b></p> <p data-bbox="345 800 818 835">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 852 818 982">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="345 999 805 1087">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="345 1104 1154 1182">GRS or Superseded Authority Citation      <b>DAA-0490-2014-0004-0001 DAA-0490-2014-0004-0003</b></p> <p data-bbox="345 1220 659 1255"><b>Disposition Instruction</b></p> <p data-bbox="345 1272 1289 1308">Cutoff Instruction                      <b>Cutoff at the end of the calendar year</b></p> <p data-bbox="345 1325 1495 1402">Transfer to Inactive Storage          <b>Transfer to inactive storage when no longer needed for immediate business use</b></p> <p data-bbox="345 1419 1490 1497">Transfer Electronic Records to the National Archives for Pre-Accessioning      <b>Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff</b></p> <p data-bbox="345 1514 1455 1591">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p data-bbox="345 1640 656 1675"><b>Additional Information</b></p> <p data-bbox="345 1692 834 1728">First year of records accumulation      <b>1985</b></p> <p data-bbox="345 1745 1044 1852">What will be the date span of the initial transfer of records to the National Archives?      <b>From 1985 To 2014</b></p>

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	5 GB
Paper	10 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

**University Programs - Routine**

Disposition Authority Number **DAA-0490-2019-0002-0002**

All other materials (not included in Item 1 - High-Level) relating to the day to day operations of the University Programs Partnership programs. Includes, but not limited to routine correspondence, site visits, conference materials, guidance documents, administrative reports, marketing plans, application files, university publications, 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? **Yes**

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

GRS or Superseded Authority Citation  
**N1-490-95-7/2**  
**N1-490-95-7/3**  
**N1-490-95-7/4**  
**N1-490-95-7/5**  
**DAA-0490-2014-0004-0002**  
**DAA-0490-2014-0004-0004**

Disposition Instruction

Cutoff Instruction **cutoff at the end of the calendar year**

Transfer to Inactive Storage	transfer to inactive storage when no longer needed for current business use
Retention Period	Destroy 7 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
04/19/2019	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
07/10/2019	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
07/16/2019	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
07/16/2019	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
09/25/2019	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
09/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/01/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/02/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist