

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0490-2019-0003**  
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                **Office of Health Services (OHS)**  
Schedule Subject                 **Inventory of Specially Designated and Controlled Substance Medical Supplies**  
  
Internal agency concurrences will be provided    **No**

Background Information            **These records start from an inventory at Peace Corps Posts overseas (N1-490-12-4/7). Those inventories are sent to Peace Corps Headquarters (HQ) in Washington for review and action if necessary. The HQ version is being scheduled here.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0490-2019-0003

Sequence Number

1

Inventory of Specially Designated and Controlled Substance Medical Supplies  
Disposition Authority Number: DAA-0490-2019-0003-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="354 412 1419 449"><b>Inventory of Specially Designated and Controlled Substance Medical Supplies</b></p> <p data-bbox="354 466 1133 497">Disposition Authority Number      <b>DAA-0490-2019-0003-0001</b></p> <p data-bbox="354 519 1479 736"><b>Inventories of Specially Designated and Controlled Substance Medical Supplies completed by every Peace Corps overseas Post on a quarterly and ad hoc basis (inventories completed when a new Peace Corps Medical Officer (PCMO) begins employment at the post, and when a substance that was not previously a controlled substance becomes a controlled substance). Posts send the inventories to HQ for review.</b></p> <p data-bbox="354 755 906 789">Final Disposition                      <b>Temporary</b></p> <p data-bbox="354 808 841 842">Item Status                              <b>Active</b></p> <p data-bbox="354 861 808 895">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="354 915 808 1034">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="354 1053 808 1142">Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p data-bbox="354 1178 656 1212"><b>Disposition Instruction</b></p> <p data-bbox="354 1236 1487 1347">Cutoff Instruction                      <b>Cutoff at end of year in which Post sends inventory to Headquarters. Maintain in folders by Calendar Year in which inventory was received.</b></p> <p data-bbox="354 1366 1149 1400">Retention Period                      <b>Destroy 7 year(s) after cutoff</b></p> <p data-bbox="354 1436 651 1470"><b>Additional Information</b></p> <p data-bbox="354 1493 938 1527">GAO Approval                          <b>Not Required</b></p>

### 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
04/22/2019	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
07/03/2019	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
07/05/2019	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
07/05/2019	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