

Request for Records Disposition Authority

Records Schedule Number DAA-0490-2020-0001

Schedule Status Approved

Agency or Establishment Peace Corps

Record Group / Scheduling Group Records of the Peace Corps

Records Schedule applies to Department-wide

Schedule Subject Unclaimed Volunteer Vital Records for Peace Corps Passport Applications

Internal agency concurrences will be provided No

Background Information The Peace Corps provides a passport to Volunteers who serve abroad. As per Department of State regulations, they are required to submit original documents (Department of State passport or original birth certificate, etc.) in order for the Peace Corps to facilitate the issuance of a Peace Corps passport through the Department of State. In some instances, the Volunteer goes through the application process, but then does not end up serving. The Peace Corps attempts to return all documents but occasionally, the contact information is not valid and the applicant cannot be reached in order to return the documents. This usually occurs because the Volunteer applies while in school and uses a school email address, physical address, and school phone number - all of which becomes invalid when the student leaves school.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

0001

Outline of Records Schedule Items for DAA-0490-2020-0001

Sequence Number

1

Unclaimed Volunteer Vital Records for Peace Corps Passport Applications
Disposition Authority Number: DAA-0490-2020-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1398 411">Unclaimed Volunteer Vital Records for Peace Corps Passport Applications</p> <p data-bbox="345 432 1154 464">Disposition Authority Number DAA-0490-2020-0001-0001</p> <p data-bbox="345 485 1458 674">Series contains original documents received by the Peace Corps, as per Department of State passport requirements, in order for Volunteers to receive a 'no fee' (Peace Corps) passport. Documents may include birth certificates, birth registrations, Consular Report of Birth Abroad document, or similar official documents.</p> <p data-bbox="345 695 919 726">Final Disposition Temporary</p> <p data-bbox="345 747 850 779">Item Status Active</p> <p data-bbox="345 800 818 831">Is this item media neutral? Yes</p> <p data-bbox="345 852 805 978">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 data-bbox="345 1020 659 1052">Disposition Instruction</p> <p data-bbox="345 1073 1503 1146">Cutoff Instruction When Peace Corps passport is issued or application process is terminated</p> <p data-bbox="345 1167 1487 1241">Retention Period Destroy 2 years after cutoff and after all attempts to contact Volunteer have been unsuccessful</p> <p data-bbox="345 1283 656 1314">Additional Information</p> <p data-bbox="345 1335 1094 1367">GAO Approval Required and Received</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
10/17/2019	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
12/11/2019	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
12/12/2019	Submit For Certification	Darryl Byrd	Agency Records Officer	Management - Records Management
12/12/2019	Certify	Darryl Byrd	Agency Records Officer	Management - Records Management
03/11/2020	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
03/24/2020	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/26/2020	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
06/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist