

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2021-0003

Status: APPROVED  
Date Approved: 10/02/2023

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## General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency-wide
Schedule Subject	Associate Director / Deputy Associate Director (or Equivalent) / Regional Director Records
Additional Schedule Information	Heads of program offices at Peace Corps Headquarters
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0490-2021-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Associate Director Records / Deputy Associate Director (or Equivalent) Records - Substantial	Permanent
0002	Associate Director Records / Deputy Associate Director (or Equivalent) Records - Administrative	Temporary

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Records Schedule Items

<b>DAA-0490-2021-0003-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
<b>Item Title</b>	Associate Director Records / Deputy Associate Director (or Equivalent) Records - Substantial	
<b>Item Description</b>	<p>Substantive files pertaining to the operation of the office or program, formulation and development of policies, allocations of resources, and other records directing the activities of sub-offices and posts. Includes, but is not limited to interim and final policies; records created or used to modify agency actions or activities; official memoranda signed by the Associate Director/Equivalent; Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule); strategic plans and planning documents; invitations from countries for Peace Corps Volunteers; Country Status Reports; statistical analyses that impact agency actions or activities; annual and ad hoc reports or special studies; assessments; New Country Entry Assessments and Re-Entry Assessments; official organizational charts; Country Portfolio Reviews; Field Advisory Board reports and recommendations; senior staff trip briefing books or information; international crisis files; evaluations; committee charters Post graduations, evacuations, expulsion documents; memoranda and memos summarizing new policies or directives; senior level meeting minutes; planning and transition documents; and other documentation relating to the management and direction of the program.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	<b>Superseded Items</b>	
<b>Superseded Item</b>	<b>Item Superseded in Part?</b>	<b>Explanation</b>
N1-490-92-3 / 1/a/1	No	
N1-490-92-3 / 1/a/2	No	
DAA-0490-2016-0005-0001	No	
DAA-0490-2017-0002-0001	No	
DAA-0490-2016-0007-0001	No	

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DAA-0490-2017-0004-0001	No
DAA-0490-2017-0005-0001	No
DAA-0490-2017-0009-0001	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the tenure in office or every 10 years, whichever is sooner.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data: 2 GB ; Paper-based textual records: 50-100 CF
Approximate first year of records covered by this authority	1975
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1975 To: 12/31/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0490-2021-0003-0002	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Associate Director Records / Deputy Associate Director (or Equivalent) Records - Administrative
Item Description	Routine records documenting day-to-day administrative and program support activities of office. Records include, but are not limited to administrative decision memos; drafts of correspondence, memoranda, reports, financial records, meeting minutes, agendas, and background or briefing materials; talking points; marketing plans; monthly updates; working files; brochures; volunteer final reports to Posts, HQ or agency partners; administrative cables from the State Department; routine travel briefings; survey and questionnaire design documents; quarterly strategic plan performance reviews; internal management assessments; event files; promotional materials; interim and administrative reports; standard operating practices (SOPs); and guidance documents.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0490-2016-0005-0002	No
DAA-0490-2016-0007-0007	No
DAA-0490-2017-0002-0002	No
DAA-0490-2017-0004-0002	No
DAA-0490-2017-0005-0002	No
DAA-0490-2017-0009-0002	No
N1-490-92-003 / 1/b	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the tenure in office or every 10 years, whichever is sooner.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/02/2023