

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2022-0004

Status: APPROVED
Date Approved: 06/22/2024

General Information

| | |
|--|---|
| Agency or Establishment | Peace Corps |
| Record/Scheduling Group | 0490 - Records of the Peace Corps |
| Records Schedule Applies To | Agency-wide |
| Schedule Subject | Emergency Declaration Response Records |
| Additional Schedule Information | The Peace Corps was uniquely impacted by the Covid-19 pandemic. For the first time in the agency's history, the Peace Corps evacuated every Volunteer and most staff from nearly 60 Posts around the globe. It marked the first time since the agency opened in 1961 that no Peace Corps Volunteers were serving anywhere in the world. The Peace Corps responded to the pandemic in creative ways to allow Volunteers to find new ways to serve their country. |
| 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-0490-2022-0004

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Emergency Declaration Response Records - Substantive | Permanent |
| 0002 | Emergency Declaration Response Records - Administrative | Temporary |

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Records Schedule Items

| | | |
|---|---|-----------------------|
| DAA-0490-2022-0004-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Emergency Declaration Response Records - Substantive | |
| Item Description | Records documenting the mission activities of the Peace Corps' global response related to declared global emergencies such as the Covid-19 pandemic. Records to include but not limited to: documents coordinating the agency's crisis preparation and response activities, task force and monitoring groups' activities, overseas risk evaluations, and other crisis-related activities documenting all actions taken. Reports include all formal summaries, memos, assessments, responses, and reports by headquarters offices and Posts; and evacuation reports concerning evacuations of overseas posts; planning documents for continuity of work and returning to the office, such as the "Peace Corps Everlasting" document. Examples of the uniqueness of the Peace Corps' response to global emergency events such as COVID-19 include the Virtual Service program and Volunteer FEMA domestic deployment records. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Permanent | |
| Cutoff Instructions | Other: Upon resuming normal agency activities | |
| Are there multiple instructions for this item? | No | |
| Transfer Instruction | Transfer to the National Archives 15 year(s) after cut off | |
| ADDITIONAL INFORMATION | | |
| Current Records Format | Textual data:10GB | |
| Approximate first year of records covered by this authority | 2020 | |
| End year of records covered by this authority | Still being created | |
| Date span of the initial transfer | From: 03/01/2020 To: 05/30/2023 | |

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| Are any of the records covered by this item subject to a FOIA exemption? | Yes |
| FOIA Exemption(s) | FOIA (b)(6) Personal Information |

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|---|--|
| DAA-0490-2022-0004-0002 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Emergency Declaration Response Records - Administrative |
| Item Description | Records documenting the administrative activities related to all aspects of crisis response and preparedness, to include but not limited to, correspondence, information about national and international travel restrictions or policies, checklists, reports and other supporting documentation used to generate final products. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | No |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Cutoff Instructions | Cut off at end of Calendar year. |
| Retention Period | Destroy 7 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| 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 | 06/22/2024 |