

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0001

Status: APPROVED
Date Approved: 08/18/2023

General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency-wide
Schedule Subject	Volunteer / Trainee Overseas Service Records
Additional Schedule Information	Peace Corps keep the official version of Volunteer records at Headquarters in the permanent item "Peace Corps Volunteer Database Management System" (PCVDBMS" under N1-490-94-5/1a. The current schedule (N1-490-95-9/3) for these records has them as temporary records held at Posts for a 1 year retention which is not long enough for current business needs.
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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0001

Status: APPROVED
Date Approved: 08/18/2023

Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0001

Status: APPROVED
Date Approved: 08/18/2023

Outline of Records Schedule Items for DAA-0490-2023-0001

Item #	Title	Disposition
0001	Volunteer / Trainee Overseas Service Records	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0001

Status: APPROVED
Date Approved: 08/18/2023

Records Schedule Items

DAA-0490-2023-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Volunteer / Trainee Overseas Service Records	
Item Description	<p>These records, created at overseas posts, include but are not limited to cables, copies of passports and other identification, Volunteer / Trainee conduct during time of service, correspondence, descriptions of projects and activities Volunteer worked on, copies of descriptions of service, emergency contact and evacuation forms, insurance applications, leave statements, loan deferments, memorandums, and oaths of service, pre-training questionnaires, property inventories, recommendations from associates, newspaper or other community recognition records, and other materials relating to administrative paperwork generated at Posts on Volunteers and Trainees. Posts will initiate and/or complete paperwork and forward to the appropriate HQ office or enter into the appropriate electronic information system(s) in accordance with the current Peace Corps manual section instructions.</p>	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-490-95-009 / 3	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the close of service or early termination for the Volunteer or Trainee	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0001

Status: APPROVED
Date Approved: 08/18/2023

GAO Approval Required	No
-----------------------	----

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0001

Status: APPROVED
Date Approved: 08/18/2023

Signatory Information

Action	User	Date
Approve	Colleen Shogan	08/18/2023