

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0005

Status: APPROVED  
Date Approved: 01/21/2025

---

## General Information

|  |  |
|--|--|
| Agency or Establishment  | Peace Corps  |
| Record/Scheduling Group  | 0490 - Records of the Peace Corps  |
| Records Schedule Applies To  | Agency-wide  |
| Schedule Subject   | Site History Documentation   |
| Additional Schedule Information                                    | <p>Peace Corps' policy requires each post to maintain a system for recording the history of a site where Volunteers are placed from the time that initial evaluation begins. This document describes the procedures for maintaining that site history documentation.</p> <p>Site history documentation is comprised of programming, safety and security and medical information about past, current and future Volunteer sites. Each post establishes its own site selection criteria and processes with Agency guidance. While certain components of site selection criteria will vary from post to post, Agency requirements mandate minimum standards for many of these criteria. This schedule covers records that meet mandatory agency criteria as well as post-specific requirements.</p> |
| 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-0490-2023-0005

Status: APPROVED  
Date Approved: 01/21/2025

---

## 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-0490-2023-0005

Status: APPROVED  
Date Approved: 01/21/2025

---

Outline of Records Schedule Items for DAA-0490-2023-0005

| <b>Item #</b> | <b>Title</b>               | <b>Disposition</b> |
|---------------|----------------------------|--------------------|
| 0001          | Site History Documentation | Temporary          |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0005

Status: APPROVED  
Date Approved: 01/21/2025

Records Schedule Items

|   |   |                       |
|---|---|-----------------------|
| <b>DAA-0490-2023-0005-0001</b>                                      |   | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>                                     |   |                       |
| Item Title  | Site History Documentation  |                       |
| Item Description  | <p>Filed by geographical location, these files may include but are not limited to the following records, not all Posts or sites have all items listed:</p> <p>(1) Site Surveys (survey or assessment of proposed site for placement of volunteer; assessment of community environment, including safety and security issues and public health factors);</p> <p>(2) Host Family Survey</p> <p>(3) Site contact information</p> <p>(4) Site selection criteria checklist</p> <p>(5) Housing criteria checklist</p> <p>(6) Other site history documentation may be produced on a Post by Post basis including but not limited to records such as:</p> <ul style="list-style-type: none"> <li>-Volunteer Requests;</li> <li>-Site visit reports (reports by Programming and Training staff, Country Director, Safety and Security Coordinator, or other staff after a visit to a Volunteer site);</li> <li>-Site evaluations/Close of Service (COS) Site History Report (Volunteer evaluations of their sites at Close of Service, including positive and negative aspects, limitations, activities, and relationships with host country supervisor and counterparts).</li> </ul> |                       |
| Is this item media neutral?   | Yes   |                       |
| Is this item a Big Bucket?  | No  |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |   |                       |
| Does this item supersede existing disposition authorities?          | Yes   |                       |
|   | <b>Superseded Items</b>   |                       |
| Superseded Item   | Item Superseded in Part?  | Explanation           |
| N1-490-12-006 / 4   | No  |                       |
| Is this item a deviation from the GRS?                              | No  |                       |
| <b>DISPOSITION INSTRUCTION</b>                                      |   |                       |
| Final Disposition   | Temporary   |                       |
| Cutoff Instructions   | Cut off at end of Calendar year.  |                       |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0005

Status: APPROVED  
Date Approved: 01/21/2025

---

|   |  |
|---|--|
| Retention Period  | Other: Destroy 10 years after cutoff but longer retention is authorized if needed for business purposes. |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? | No   |
| GAO Approval Required   | No   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0005

Status: APPROVED  
Date Approved: 01/21/2025

---

Signatory Information

| <b>Action</b> | <b>User</b>    | <b>Date</b> |
|---------------|----------------|-------------|
| Approve       | Colleen Shogan | 01/21/2025  |