# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## Schedule Number: N1-490-03-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/13/2023

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 907.1 remains active

Item 907.3-4 remains active

### SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 907.3-1 was superseded by DAA-0490-2017-0011-0005

Item 907.3-2 was superseded by DAA-0490-2017-0011-0001

Item 907.3-3 was superseded by DAA-0490-2017-0011-0004

Item 907.5 was superseded by DAA-0490-2017-0003-0001

Item 907.8 was not appraised as it was covered by the GRS

Item 907.9 was superseded by DAA-0490-2017-0011-0002

Item 907.10 was superseded by DAA-0490-2017-0003-0001

Item 907.11a was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Item 907.11b was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE As of 9/13/2023 N1-490-03-001

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REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-490-03-1	
O: NATIONAL ARCHIVES & RECORDS ADMINISTRATION			Date received	
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 1. FROM (Agency or establishment)				
Peace Corps, Office of Administrative Services 1111 20 <sup>th</sup> Street, NW Room 3401, Washington, DC 20526			NOTIFICATION TO AGENCY	
<ol> <li>MAJOR SUBDIVISION</li> <li>Office of Administrative Services (M/AS)</li> <li>Research, Reference and Distribution Division (RRDD)</li> </ol>			In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not	
. MINOR SUBL			approved" or "withdrawn" in co	lumn 10.
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Saucier5. TELEPHONE NUMBER 202-692-1125		DATE ARCHIVIST OF THE UNITED STATES		
I hereby cer records prop needed after	CERTIFICATION rtify that I am authorized to ac posed for disposal on the attache or the retention periods specifie of Title 8 of the GAO Manual for	d3 page(s) are not needed; and that written concurrent	ded now for the business for the from the General Accord	this agency or will not be
	X is not required	is attached;	or has been	en requested.
)ATE an 24, 2003	DO3 SIGNATURE OF AGENCY REPRESENTATIVE		TITLE Records Management Officer	
. ITEM NO.		S ND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Peace Corps schedule for Counsel is attached.	or the Office of General		
115-	109 PREVIC Dres cent to 1	US EDITION NOT USABLE		FORM 115 (REV. 3-5 scribed by NARA 36 CFR 1;

#### (907.1 – 907.11) **PROGRAM CASE FILES**

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907.1 Legislation Files (NC-174-189 item 172) Documentation of pre-enactment actions on selected legislation, proposed legislation, and other Congressional proceedings that impact Peace Corps. ARRANGEMENT: Chronological. Each file should be labeled with the name of the legislation/proceeding it covers and the year in which the last action documented in the file occurred. DISPOSITION: Permanent. Retire to the FRC at the end of the calendar year 20 years from the date of the last action. Transfer to the National Archives when 30 years old.
907.3-1 Litigation and Adversarial Case Files (N1-490-95-8 item 1)

> Case files relating to formal legal proceedings (meaning some issue has been brought to a court, administrative board, magistrate, or similar judicial or executive authority independent of the Peace Corps) of any type and in any venue, both domestic and overseas, that merit the attention of the Office of the General Counsel. ARRANGEMENT: Alphabetically by plaintiff/complainant name, or other uniquely identifying case name, as appropriate. Each file should be labeled with the plaintiff/complainant's name or other uniquely identifying case name, the last ye**Suparseded by:** which action documented in the file occurred and the country in which the case was heard, if other than the United States. SECURITY: Privacy Act file. Store in marked, locked file cabinet. DISPOSITION: Temporary. Retire to FRC 10 years after case closure. Destroy after

20 additional years.

NOTE: Peace Corps will notify the National Archives and arrange for the transfer of Litigation Case Files meeting one or more of the following selection criteria: Congressional committee interest; National news media attention; Major changes in agency policy and procedures; Significant international repercussions; Major interpretations of the Peace Corps Act or other legal authorities affecting Peace Corps operations.

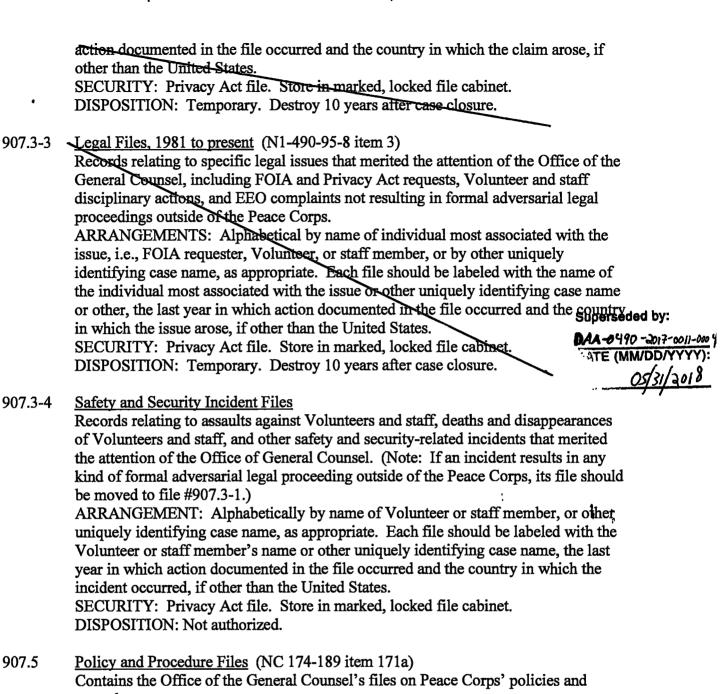
907.3-2 <u>Claims Files, 1985 to present</u> (N1-490-95-8 item 2)

All records relating to monetary claims by and against the U.S. government which merited the attention of the Office of the General Counsel. Includes Volunteers' and staff members' claims for reimbursement of lost/damaged/stolen property, domestic and overseas tort claims, FECA claims, contract claims, etc.. (Note: If a claim results in any kind of formal adversarial legal proceeding outside of the Peace Corps, its file should be moved to file #907.3-1.)

ARRANGEMENT: Alphabetical by name of claimant (for claims against the U.S. government) or respondent (for claims by the U.S. government), or other uniquely identifying case name, as appropriate. Each file should be labeled with the complainant's name or other uniquely identifying case name, the last year in which

Superseded by:

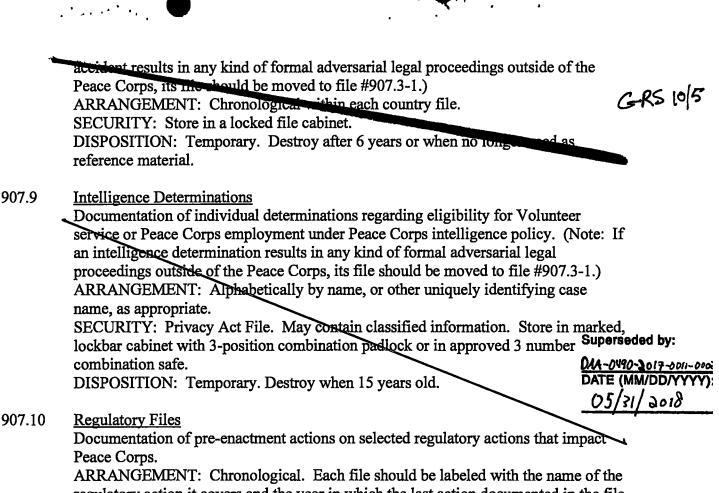
DAA-0490-2017-0011-000, DATE (MM/DD/YYYY): 05/31/2018



procedures.
ARRANGEMENT: Subject, with each file divided into five-year blocks.
SECURITY: May contain classified information. Store in marked, lockbar cabinet with 3-position combination padlock or in approved 3 number combination safe.
DISPOSITION: Permanent. Transfer to the National Archives in 5-year blocks when newest record in block is 20 years old.

907.8 <u>We highe Accident Reports (GRS 10 item 5)</u> Records relating to motor vehicle accidents involving a Peace Corps staff member, Volunteer, or Peace Corps-owned or -leased vehicle. (Note: If an accident results in a claim for monetary damages, its file should be moved to the #907.2.2. If an

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regulatory action it covers and the year in which the last action documented in the file occurred. DISPOSITION: Permanent. Retire to the FRC at the end of the calendar year 20 years

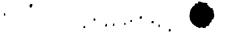
from the date of the last action. Transfer to the National Archives when 30 years old.

#### 907.11 Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. This includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.

DISPOSITION: Destroy/delete within 180 days after the record-keeping copy has been produced.



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b. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy.

DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.

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