REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

N1-490-12-2.

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received

3-27-2012

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

1. FROM (Agency or establishment)

Peace Corps

2. MAJOR SUBDIVISION

Region

3. MINOR SUBDIVISION

Overseas Posts

4. NAME OF PERSON WITH WHOM TO CONFER

Valery Garrett, PhD

5. TELEPHONE NUMBER

(202) 692-1096

DATE	ARCHIVIST OF THE UNITED STATES
3 March 12	[signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___4___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required   ☐ is attached;   or   ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/23/2012	[signature] Nichols Daniel	Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1-13	Peace Corps Volunteers currently serve in 76 countries in Africa, Asia, the Caribbean, Central and South America, Europe, and the Middle East. Collaborating with local community members, Volunteers work in areas like education, youth outreach and community development, the environment, and information technology. Each country served by the Peace Corps has an overseas post, usually located in the capital of the country. Each post has a Peace Corps country director and a staff of administrative, program support, training and health professionals. Their jobs are to provide Volunteer support and implement the Peace Corps program. Staffs are composed of both Americans and host country nationals or citizens of other countries.	See Attached	

1. **Country Closing Files** (Supersedes N1-490-02-2, item 3; N1-490-02-2, item 4; NC1-362-76-3, item 1)

   Records from posts that close or are suspended due to a country's graduation, evacuation, or through a Peace Corps administrative decision. File includes agreements with host country (country agreement) and amendments, materials that document the closing and reasons for closing; signed copies of country agreements and amendments; any other agreements, Memoranda of Understanding (MOUs), or Memoranda of Agreement (MOAs) if signed by the Country Director or a more senior Peace Corps official. May also include legacy reports documenting the activities and accomplishments of an overseas post's mission upon graduation, the last Pre-Service Training (PST) materials, the last welcome book, materials documenting the post's history, and graduation books, if the closing involves a Country Graduation.

   Permanent. Cut off upon post closing. Transfer paper records to the Washington National Records Center immediately after cutoff. Transfer electronic records to the National Archives as a pre-accession immediately after cutoff. Transfer to the National Archives 15 years after cutoff.

2. **Position Descriptions**

   These position descriptions are for Peace Corps Response Volunteer projects. They include a description of the project (its background and purpose) and information about country programming, duties and responsibilities, volunteer qualifications, supervision and reporting requirements, housing and living conditions, orientation, and safety and security.

   Temporary. Destroy 2 years after position is abolished or description superseded.

3. **Post Histories**

   Information unique to the post, showing the history of its mission or activities. Includes volunteer training rosters, anniversary materials, brochures or other literature prepared by post to promote the Peace Corps or provide information to host country nationals; speeches given by Country Director on historical occasions; and group photographs taken of training classes or mug books that include both photos and volunteer biographies. May include documentation of volunteer service or training classes produced through a collaboration of volunteers in a training class if the names, dates, and place of all photographs or other information are included. All of these materials must include metadata (at a minimum, dates, locations, and subjects—including names of individuals in photographs).

Permanent. Upon approval of this schedule, transfer records dated 1961-1989 to the National Archives. Beginning with records dated 1990, transfer to the National Archives in 10 year blocks when the most recent record is 20 years old. (In 2020, transfer records dated 1990-1999; in 2030, transfer records dated 2000-2009, etc.). All electronic records must be maintained and transferred to the National Archives according to the CFR 20 years after cutoff.

4. **Project Plans**

   Peace Corps has from one to five projects in each country, forming the basis of that post's program or mission. Project plans describe the 5-year plan for each project (such as health or education or agriculture) in the host country. The project plan includes but not is limited to the background, project description, project timeline, strategy statements, the monitoring and evaluation plan, and task analysis.

   Temporary. Destroy 7 years after the project is completed or work ceases.

5. **Programming and Training Reports**

   Post reports about a project or training, submitted annually to the Regions and Overseas Programming and Training Support (OPATS). These reports include but are not limited to the following: 1) Partnership Reports that include information about the international partners and types of support provided; 2) Project Status Reports (PSRs) that can include information about promising practices, challenges and plans, monitoring and evaluation, project changes, technical training, goals and objectives, a description of each activity and outcome, a report about Peace Corps' goals 2 and 3, a needs assessment, and volunteer stories; 3) Training Status Reports (TSRs) which describe training models, methods and priorities; descriptions of competency areas and learning objectives; statistics about the achievement of competencies and learning objectives; information about the training materials and resources used; the assessment and evaluation of learning; promising practices and challenges; and planned improvements; and 4) Initiative Reports (IRs) /Cross-Sector Programming Priorities Reports that provide information across all project sectors and relate to Peace Corps-wide initiatives (such as Gender Equality & Women's Empowerment).

   Permanent. Cut off at end of fiscal year. ~~Transfer paper records to the Washington National Records Center 3 years after cutoff. Transfer electronic records to the National Archives as a pre-accession 3 years after cutoff.~~ Transfer to the National Archives ~~20~~ years after cutoff.

   9/9/19

   3 ~~ANS~~

   See documentatio'
   dated 8/9/2018
   and 9/13/19.

6. **Strategic Plan** (Supersedes NC-174-189, item 89a)

   Annually, each post creates a three-year plan containing a contextual analysis (current program and accomplishments, goals, and objectives), operating framework, trainee requests, and budget requests.

   Permanent. Cut off at end of fiscal year. ~~Transfer paper records to the Washington National Records Center 3 years after cutoff. Transfer electronic records to the National Archives as a pre-accession 3 years after cutoff.~~ Transfer to the National Archives ~~20~~ 3 ~~years~~ years after cutoff.

   9/19/19
   See documentation
   dated 8/8/19
   and
   9/13/19

7. **Volunteer Assignment Description (VAD)**

   Description of sector-related program (such as health or agriculture or education) sent as an invitation to applicants selected for service as volunteers. Includes greetings from the post's Associate Peace Corps Director (APCD) or Program Manager, a history and description of the program, an outline of volunteer duties, comments from volunteers, and other information about the program.

   Temporary. Destroy 2 years after position is abolished or description superseded.