

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-490-12-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-27-2012</i>	
1. FROM (Agency or establishment) Peace Corps		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Region			
3. MINOR SUBDIVISION Overseas Posts – Administrative			
4. NAME OF PERSON WITH WHOM TO CONFER Valery Garrett, PhD	5. TELEPHONE NUMBER (202) 692-1096	DATE <i>28 JULY 2014</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3/23/2012	SIGNATURE OF AGENCY REPRESENTATIVE <i>Valery Garrett</i>		TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1-14	<p>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.</p> <p>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.</p> <p>The post's budget and administrative functions are managed by the director of management and operations (formerly called an administrative officer)</p> <p>The country director (CD) is the senior Peace Corps official in the country of assignment. The Executive Secretary, a host country national, supports the CD.</p>	See Attached	



1. **Administrative Management Control Survey (AMCS)** (New)

Comprehensive self-management tool that helps overseas posts assess their business processes and monitor adherence to Federal Laws and Peace Corps requirements. Also used as a planning tool for new Country Directors, post staff, and new country start-ups. AMCS is used prior to annual submission of the IPBS Strategic Plan and Operating Budget. Posts save as surveys on Excel spreadsheets.

Temporary. Cut off at end of fiscal year. Destroy 6 years after cutoff.

2. **Authorization to Use Personal Material** (New)

Authorization to use a Volunteer's personal material world-wide and in perpetuity.

Temporary. Cut off at end of calendar year. Destroy 75 years after cutoff.

3. **Cable Files (Unclassified)** [Supersedes in part NC 174-189, item 139c]

Unclassified cables are sent by Peace Corps Headquarters or other federal agencies and received by Peace Corps posts through the State Department. These communications are administrative in nature. The original cables continue to be accessible through the State Department website.

Temporary. Cut off at end of calendar year. Destroy 3 years after cutoff.

4. **Duty officer's handbook** (New)

Handbook kept in possession of duty officer in case of emergencies. Contains duty officer's responsibilities and information from other sources about volunteers and their location.

Temporary. Destroy old version when updated or superseded.

Superseded by Job / Item number:

DAA-0490-2016-0012-0001

Date (MM/DD/YYYY):

01/26/2017

5. **Externally Funded Grants and Training Activity Files** (New)

Files for externally funded grants and training activities initiated by the community and implemented by a Peace Corps Volunteer (PCV) and the community. Includes but is not limited to: Small Project Assistance (SPA), Volunteer Activities Support and Training (VAST), and Peace Corps Partnership Projects (PCPP). Files include documents relating to funding requests (proposals, abstracts, etc.); original liability forms and project agreements; post-level agreements; reports and evaluations; financial documents; major communications; waivers; project transfer forms; and any other documents related to externally funded grants and training activities. **NOTE:** Peace Corps headquarters is responsible for the permanent retention of the project proposal/abstract, project final report/completion report, and project agreement.

Temporary. Cut off at end of project. Destroy 7 years after cutoff.

6. **Host Country Contributions** (Supersedes N1-490-02-2, item 5)

Files maintained by overseas posts documenting the management of funds or other contributions, including in kind donations provided by host country, partner organizations, and others in support of Peace Corps projects.

Temporary. Cut off at the end of fiscal year. Destroy 7 years after cutoff.

7. **ICASS Council Meetings** (New)

Minutes or notes from International Cooperative Administrative Support Services (ICASS) meetings.

Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.

8. **Newsletters** (New)

Newsletters written by Volunteers/post staff for current Volunteers to inform them about activities, post events (workshops, site visit schedules, holidays, etc.), or updates. Can include information from post staff or submissions from volunteers or project partners.

Temporary. Cut off at end of calendar year. Destroy 5 years after cutoff.

9. **Operating Plan** (New)

One-year budget plan for post operations.

Temporary. Cut off at end of fiscal year. Destroy 6 years after cutoff.

10. Post policies and guidelines (New)

Policies created at post. Includes general policies and guidelines or program and training guidelines and policies or other post-specific guidelines or policies.

Temporary. Cut off when superseded. Destroy 5 years after cutoff.

Superseded by:

DAA-0490-2016-0012-0002

DATE (MM/DD/YYYY):

01/26/2017

11. Post Updates (New)

Periodic reports updating the Region about post activities. May include information about programming, administrative matters, swearing-in ceremonies, medical support, safety and security, upcoming events, burning needs, or volunteer success stories.

Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.

12. Shuttle Files (New)

These files contain information about shuttles used for Volunteer security. They include the following information about each trip: vehicles used, shuttle schedules and routes, and drivers' and passengers' names. If applicable, vendor information should be included.

Temporary. Cut off at end of calendar year. Destroy 6 years after cutoff.

13. VIP Visits (New)

Communications and other documentation about VIP visits.

Temporary. Cut off at end of calendar year. Destroy 5 years after cutoff.

14. Volunteer Project Files (New)

Files for volunteer projects or activities which receive funding through groups or organizations not formally supported by offices at Peace Corps headquarters. These projects can be funded by host country entities or "Friends of" groups. Documents include Volunteer proposals, memos or emails, and receipts.

Temporary. Cut off at end of project. Destroy 3 years after cutoff.