

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-490-12-5</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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 – Safety and Security					
4. NAME OF PERSON WITH WHOM TO CONFER Valery Garrett, PhD		5. TELEPHONE NUMBER (202) 692-1096	DATE <i>27 Aug 12</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>2</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 GRS OR SUPERSEDED JOB CITATION	10.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 [7]	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. All posts have a safety and security coordinator (SSC) who is responsible for safety and security training and for supporting Volunteers who may have safety and security incidents.		See Attached		



Safety and Security

1. Crime Case Files (New)

Case files created and maintained at posts about crimes involving volunteers. Includes information about the crime, notes, and updates from local attorneys and authorities (such as arrest information and steps in prosecution). These records consist of any paper or electronic documents not input into the Consolidated Incident Reporting System (CIRS).

Temporary. Cut off at the end of the calendar year in which the case is closed. Destroy 7 years after cutoff.

2. Emergency Action Plan (EAP) Files (New)

Emergency Action Plan (EAP) and EAP brochures written at each post in conjunction with staff, volunteers, and others. Explains types of potential emergencies for volunteers in the specific host country, emergency action plans, and contingencies. Can also contain tips on home stay preparation before Volunteer leaves for service, safe house locations and phone numbers, and staff phone numbers.

Temporary. Cut off when updated. Destroy at cutoff.

Superseded by:

DAA-0490-2016-0012-0004
DATE (MM/DD/YYYY):
01/26/2017

3. Legal Environment Survey (New)

Review of legal and investigative capabilities of host country. This document, completed by the Peace Corps Safety and Security Officer (PCSSO) in collaboration with the post, provides information about the legal process in the host country, including the rights and role of crime victims. It also provides details about how host countries treat sexual assaults, and the process of death investigations and forensic examinations.

Temporary. Cut off when updated. Destroy at cutoff.

4. **Peace Corps Safety and Security Officer (PCSSO) Report Files** (New)

Reports include threat assessments and ad hoc trip reports. A threat assessment is conducted by PCSSOs every 5 years for each post. The report analyzes the post's safety and security systems and offers financial or programmatic recommendations. In addition to the report, files include correspondence about the report, recommendations, feedback, and changes. Trip reports, written by PCSSOs after reviewing safety and security issues at posts, contain information about the PCSSO's activities while at post, observations, and recommendations.

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

5. **Safety and Security Handbook** (New)

Handbook written at some, though not all, posts for volunteers, providing an overview of safety and security procedures and policies designed for the volunteer's personal safety and home security.

Temporary. Cut off at the end of the calendar year it is updated. Destroy/delete 3 years after cutoff.

6. **Volunteer Coordinators' Files** (New)

Volunteer Coordinators (also known as Emergency Zone Coordinators or Wardens) are Peace Corps Volunteers who have agreed to serve as liaisons between Safety and Security Coordinators and other Peace Corps Volunteers, aiding with safety and security issues in their geographic area. They can meet several times a year to review safety and security incidents and receive safety and security training. Files include minutes from annual meetings of coordinators within their country, minutes of meetings held by each coordinator with volunteers in their geographic region, notes, and information provided by post Safety and Security Coordinator or others regarding volunteer safety and security.

Temporary. Cut off at the end of the calendar year of the Volunteer's service. Destroy 2 years after cutoff.

7. **Volunteer Coordinators' Manual** (New)

This guidance, created by some but not all posts, outlines the rules and responsibilities for those Peace Corps Volunteers who have assumed additional duties as Volunteer Coordinators (also known as Emergency Zone Coordinators or Wardens).

Temporary. Cut off in calendar year it is updated. Destroy/delete 1 year after cutoff.

Superseded by job / item number:

DAA-0490-2016-0012-0005

Date (MM/DD/YYYY):

01/26/2017