Schedule Number: N1-490-92-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/31/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All other items remain 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Items 3 and 4 appear to be part of what NARA holds under ARC identifier 1427416.
While serving as the Director of Placement and as a Special Assistant to the Peace Corps Director, Debbie Harding formed the first WID committee in 1976. On March 4, 1977, she was appointed the first WID Coordinator. She served until December 31, 1978. In 1978, the PC Act of 1961 was amended to include the Percy Amendment, which established the continuing role of WID in PC training and programs. Lael Stegall succeeded Harding as WID Coordinator in March 1979, and the program was placed under the Office of the Director until 1980, when Susan Scull became the WID Coordinator. Barbara Denman served as the WID Coordinator from 1983 - 1986, and Barbara Ferris has been the WID Coordinator since 1987.

Series descriptions and dispositions are provided on the attached pages.
1 PROGRAM MONITORING: PROJECT REVIEW RECORDS
Reports submitted by field offices to
demonstrate support of the Women in
Development program. Arranged by PC region.
Volume: 5 inches.
Disposition: Temporary, cut off at end of fiscal year, and destroy annually.

2 PROGRAM MISSION AND POLICY FILE
Records relating to the duties, functions and purpose of the WID program. The
records should be segregated into two subseries: a) Substantive Program Mission
and Policy records; and b) Routine Administrative and Reference files.
The substantive records have permanent historical value, and the routine files
have only temporary value. Arranged alphabetically by subject. Volume: 3 feet.

a) Examples of permanent, substantive Program Mission and Policy records include
but are not limited to: "Regional Coordinators Group" Minutes of WID Coordinators Meeting, 1986; Program Records and Written Resources of Other Organizations; "Presentations" (speeches by Denman); and Association for WID, April, 1987.

Disposition of PERMANENT records: transfer records to the National Archives when a new WID Coordinator is appointed, or every 5 years, whichever occurs first.

b) Examples of temporary routine records include but are not limited to pamphlets, brochures, and related records of organizations dedicated to promoting and assisting with programs for women, such as: reference copies of speeches by Loret Miller Ruppe, Director, PC; film purchase ordering information; "Beyond the Borders," 8 by 8 inch floppy disc and draft text for handbook; "Budget-OTAPS," 1985 proposals for FY 1986-1987; "Financial-PSCS, PRs, Contracts, General info.;" "SPA/TA - OTAPS, 1985-1987;" Peace Corps, PC 25th Anniversary; OTAPS; ICE;
Africa Food Systems Initiative; Gender Issues in Farming Systems Research; Private Voluntary Organizations (PVO), Non-Government Organizations (NGO), the American Association for International Aging, and the American Association of Retired Persons.

Disposition of TEMPORARY records: Review annually and destroy when no longer needed for program administration.

Records relating to the WID program in the PC regions: Africa, Inter-America, and NANEAP. Arranged alphabetically by region. Volume: 8 inches.

Disposition: Permanent, transfer to the National Archives immediately.

4 WID FILES RELATING TO THE UNITED NATIONS DECADE FOR WOMEN, 1975 - 1985
Records of the interaction between WID and the UN to promote the education of women, and to sustain joint UN/WID goals through WID symposia. Examples include but are not limited to: Information kit for UN Conference; World Meeting for Women, Nairobi, Kenya, 1985; WID/UN at Kenya Conference; NANEAP WID Symposium, Sept. 1985; INTER-AMERICA WID SYMPOSIUM, Sept. 1985; Jane Brown and Nancy Geyer’s Tours, 1983; WID Conference-Bangkok, 1979. Unarranged. Volume: 18 inches.

Disposition: Permanent, transfer to the National Archives immediately.

5 WID ANNUAL REPORT
Arranged chronologically. Volume: 1 inch.

Disposition: Permanent, transfer the National Archives annually

3
6  WID QUARTERLY NEWSLETTER "THE EXCHANGE"                  HB 892-1
Arranged chronologically. Volume: 2 inches item 146.4
annually.

Disposition: Permanent, transfer 1 copy of each edition to the National Archives
annually, when oldest record is 5 years old.

7  WID PAMPHLETS, BROCHURES AND RELATED
PUBLICATIONS
Unarranged. Volume: 1 inch annually.

Disposition: Permanent, transfer 1 copy of each WID publication to the National
Archives annually, when oldest record is 5 years old.

8  COMMERCIALLY PRODUCED VIDEO TAPES RELATING
TO EDUCATING WOMEN ON A VARIETY OF TOPICS
Arranged alphabetically by title. Volume: 3 tapes annually.

Disposition: Temporary, transfer to Peace Corps Library when a new WID coordinator
is appointed, retain in Library for 5 years, then destroy.