Request for Records Disposition Authority

Records Schedule Number

DAA-0490-2016-0002

Schedule Status

Approved

Agency or Establishment

Peace Corps

Record Group / Scheduling Group

Records of the Peace Corps

Records Schedule applies to

Agency-wide

Schedule Subject

Headquarters-Wide Monitoring, Evaluation, and Training Records

Internal agency concurrences will

be provided

No

Background Information

Various Headquarter offices and units create and maintain records that are categorized as Monitoring, Reporting, and Evaluation, or Programming, or Training. Currently, some offices create all three record types (such as Overseas Programming and Training Support [OPATS], the Office of Global Health and HIV [OGHH], and the Regions), while others create only one type of record (such as the Training records created by the Office of Staff Learning and Development [OSLD] and the Office of Volunteer Recruitment and Selection [VRS]).

Item Count

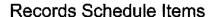
| Number of Total Disposition Items | | , | Number of Withdrawn Disposition Items |
|-----------------------------------|---|---|--|
| 3 | 0 | 3 | 0 |

GAO Approval





| Sequence Number | |
|-----------------|---|
| 1 | Monitoring and Evaluation Records Disposition Authority Number: DAA-0490-2016-0002-0001 |
| 2 | Program Training Records Disposition Authority Number: DAA-0490-2016-0002-0002 |
| 3 | Administrative Training Records Disposition Authority Number: DAA-0490-2016-0002-0003 |



Monitoring and Evaluation Records

Disposition Authority Number

DAA-0490-2016-0002-0001

Headquarters evaluation specialists in multiple Peace Corps units develop guidance for post staff and Volunteers on monitoring, reporting, and evaluating posts' programs and projects. The guidance shows how to design projects to focus on and align with post needs by applying monitoring and evaluation principles; develop metrics of the efficacy of programs and projects towards their objectives; collect, compare, and analyze sector or post-defined indicators; and report project accomplishments to Headquarters, in-country partners, and other stakeholders. Consists of quick tips, and guidance about how to design, monitor, and evaluate plans, projects, and programs, including workshop materials. [Offices maintaining these records currently include: Overseas Programming and Training Support (OPATS), Office of Global Health and HIV (OGHH), Africa Region (AF), Europe, Mediterranean, and Asia Region (EMA), and Inter-America and Pacific Region (IAP), and other offices, as applicable.]

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year.

Retention Period

Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Program Training Records

Disposition Authority Number

DAA-0490-2016-0002-0002

Headquarters programming specialists and subject matter experts in multiple Peace Corps units create content that assists Volunteers/Trainees, headquarters staff and post programming and training staff on how to effectively conduct

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programs and projects that meet the needs of host country priorities. Includes materials such as training content about specific sector or initiative subjects (such as agriculture, youth, or gender equality); lesson plans and activities; project framework guidance; technical workshop materials; and information briefs. [Offices maintaining these records currently include: Overseas Programming and Training Support (OPATS), Office of Global Health and HIV (OGHH), Africa Region (AF), Europe, Mediterranean, and Asia Region (EMA); and Inter-America and Pacific Region (IAP), and other offices, as applicable.]

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year.

Retention Period

Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Administrative Training Records

Disposition Authority Number

DAA-0490-2016-0002-0003

Headquarters subject matter experts create training content for Volunteers/
Trainees, headquarters staff, overseas staff, and recruiting staff on a variety of
administrative and programmatic topics. Records can include syllabi, agendas,
workshop materials, session plans, training-the-trainer materials, visual aids,
handbooks, coaching materials, instructions, participant assessments, and
electronic training resources. EXCLUDES records that are published. [Offices
maintaining these records currently include: Office of Staff Learning and
Development (OSLD), Volunteer Recruitment and Selection (VRS), Overseas
Programming and Training Support (OPATS), Office of Global Health and HIV
(OGHH), Africa Region (AF), Europe, Mediterranean, and Asia Region (EMA),
and Inter-America and Pacific Region (IAP), and most other, if not all, offices
throughout the Peace Corps' Headquarters.]

Final Disposition

Temporary

Item Status

Active

3



Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Disposition Instruction

Cutoff Instruction

Cut off the end of the calendar year.

Retention Period

Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval

Not Required





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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | Ву | Title | Organization |
|------------|----------------------------|---------------------|--|---|
| 02/03/2016 | Certify | Valery Garrett | Records Manageme nt officer | Peace Corps - Peace Corps |
| 07/12/2016 | Return for Revisio n | Darryl Byrd | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 07/14/2016 | Submit For Certific ation | Valery Garrett | Records Manageme nt officer | Peace Corps - Peace Corps |
| 07/14/2016 | Certify | Valery Garrett | Records Manageme nt officer | Peace Corps - Peace Corps |
| 08/04/2016 | Submit for Concur rence | Lisa Clavelli | Supervisor, ACNR A ppraisal Team 2 | National Archives and Records Administration - Records Management Services |
| 08/10/2016 | Concur | Margaret Hawkins | Director of Records Management Servic es | National Records Management Program - ACNR Records Management Serivces |
| 08/11/2016 | Concur | Laurence Brewer | Director, National R ecords Management Program | National Archives and Records Administration - National Records Management Program |
| 08/12/2016 | Approve | David Ferriero | Archivist of the Unite d States | Office of the Archivist - Office of the Archivist |