Request for Records Disposition Authority

Records Schedule Number	DAA-0490-2017-0008
Schedule Status	Approved
Agency or Establishment	Peace Corps
Record Group / Scheduling Group	Records of the Peace Corps
Records Schedule applies to	Major Subdivsion
Major Subdivision	Office of Global Operations
Schedule Subject	Volunteer Information Database Application (VIDA) Records
Internal agency concurrences will be provided	No

Background Information

The Volunteer Information Database Application (VIDA) is the overseas Volunteer/Trainee/Invitee tracking application. VIDA allows for the tracking and management of volunteer information, volunteer counterparts, host agencies, and other partners involved in volunteer projects. VIDA also contains the Language Test Module that manages the Peace Corps language testing program used to record and track: 1) certified testers' results; and 2) Volunteers' language proficiency interview (LPI) results.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2017-0008

Sequence Number	
1	VIDA Master File Disposition Authority Number: DAA-0490-2017-0008-0001

Records Schedule Items

Sequence Number

1

VIDA Master File

Disposition Authority Number   DAA-0490-2017-0008-0001

The master file contains information about active and separated Peace Corps Volunteers, Trainees, and Peace Corps Response Volunteers. The types of information include personal (such as birth date, and home address), administrative (such as types of training and close of service date), business (such as banking), safety (such as emergency action planning, consolidation points, emergency testing, and actual evacuation information), site (such as project type, site visits, and host country national counterparts), and communications between Volunteers and staff. The master file also contains the Language Test Module Database information about certified testers' results and Volunteers' language proficiency interview (LPI) results.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	All records are electronic.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-490-08-1 / 1

Disposition Instruction

Cutoff Instruction	Cut off at the end of the fiscal year in which the Volunteer is separated or resigns.
Retention Period	Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval	Not Required

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 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	By	Title	Organization
09/20/2017	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
02/07/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/09/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
02/09/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
02/13/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist