NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-490-12-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>2/18/2025</u>

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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 4 is superseded by DAA-0490-2023-0005-0001

Item 9 was superseded by DAA-0490-2016-0012-0006

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER
	N1-490-12-6

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received *5-15-2012*

1. FROM (Agency or establishment) Peace Corps	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Region	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION Overseas Posts – Programming and Training	

4. NAME OF PERSON WITH WHOM TO CONFER Valery Garrett, PhD	5. TELEPHONE NUMBER (202) 692-1096	DATE 13Aug14	ARCHIVIST OF THE UNITED STATES

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 __3__ 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,

☒ is not required ☐ is attached; or ☐ has been requested.

DATE 5/11/2012	SIGNATURE OF AGENCY REPRESENTATIVE	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1-10	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. The Programming and Training Office is responsible for providing Volunteers with the necessary knowledge and skills to carry them through their 27 months of service. Volunteers achieve core and sector competencies, including language proficiency standards, allowing them to commit to improve the quality of life of the people in the communities where they live and work.	None	
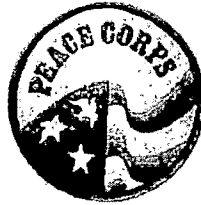
1. **Language Proficiency Interview (LPI) cassette tapes or digital files** (New)

   Volunteer/Trainee Language Proficiency Interviews are conducted to test a Volunteer's proficiency in the local language. The interviews are recorded (on tape or digitally) so that testers can review to assign a rating or others can review if there is a question about the assigned rating.

   Temporary. Cut off at the Volunteer's Close of Service (COS). Destroy cassette tapes or digital files at cutoff.

2. **Peace Corps Response (PCR) General Files** (New)

   Post Peace Corps Response files contain correspondence, project information, and general information about recruitment.

   Temporary. Cut off at end of Volunteer's service. Destroy 5 years after cutoff.

3. **Project Files** (New)

   For projects that are not externally funded. Associate Peace Corps Director (APCD)/ Program Manager's information, cables, and correspondence about the project, written communications from host country, concept papers, project description, informational materials given to project volunteers, reporting instructions and training provided project participants.

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

4. <u>Site History Files</u> (New)

Filed by geographical location, these files contain the following records: (1) Site Applications (Applications from administrators in host countries requesting Volunteers); (2) Site Development; (3) Site Surveys/Site Identifications/Site Assessments /Site Evaluations (survey or assessment of proposed site for placement of volunteer; assessment of community environment, including safety and security issues and public health factors); (4) Home Stay Files (information about potential Pre-Service Training sites) (5) Site Visit Reports (reports by Programming and Training staff, Country Director, Safety and Security Coordinator, or other staff after a visit to a volunteer site); (6) Volunteer Requests; and (7) Site Evaluations/Final Site Evaluations/Site History Form (Volunteer evaluations of their sites at Close of Service, including positive and negative aspects, limitations, activities, and relationships with host country supervisor and counterparts).

Temporary. Cut off when volunteers leave site. Destroy 10 years after cutoff.

5. <u>Training Evaluations</u> (New)

Evaluations by volunteers, counterparts, supervisors and others. The information from these evaluations is used to inform the training event reports.

Temporary. Cut off at Close of Service (COS). Destroy 3 years after cutoff.

<u>Training Event Reports</u> (New)

Reports about training events, including Pre-Service Training (PST), In-Service Training (IST), Mid-Service Conference (MSC), and Close of Service (COS). Contains information about technical, medical, safety and security, language, and/or administrative training components.

6. <u>Summary Reports</u> (New)

Reports summarizing an entire training event.

Temporary. Cut off at the end of the fiscal year. Destroy 10 years after cutoff.

7. <u>All other reports</u> (New)

Reports about a small part of a training event (such as one component) or a short period of time during a training event (such as a weekly report).

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

8. **Training Event Files** (New)

Administrative files for training of volunteers, including Pre-Service Training (PST), In-Service Training (IST), Mid-Service Conference (MSC), and Close of Service (COS). Files include information about training schedules, planning, logistics, lesson/session plans, and learning assessment tools.

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

9. **Volunteer Handbooks** (New)

Handbooks provided to volunteers at post. Handbooks contain rules, regulations, and guidance so that volunteers know what to expect and what is expected of them during their service. The information in the handbooks includes but not is limited to rules and guidance about work, travel, and leave, and emergency contacts.

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

10. **Volunteer Site Lists** (New)

List of volunteers by site, contact information for volunteers, photos of volunteer, name and contact information for each volunteer's supervisor.

Temporary. Cut off at training group's Close of Service (COS). Destroy 1 year after cutoff.