

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0001

Status: APPROVED  
Date Approved: 08/18/2023

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## General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies to	Agency-wide
Schedule Subject	Volunteer / Trainee Overseas Service Records
Additional Schedule Information	Peace Corps keep the official version of Volunteer records at Headquarters in the permanent item "Peace Corps Volunteer Database Management System" (PCVDBMS" under N1-490-94-5/1a. The current schedule (N1-490-95-9/3) for these records has them as temporary records held at Posts for a 1 year retention which is not long enough for current business needs.
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0490-2023-0001

Item #	Title	Disposition
0001	Volunteer / Trainee Overseas Service Records	Temporary

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Records Schedule Items

<b>DAA-0490-2023-0001-0001</b>		<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	Volunteer / Trainee Overseas Service Records		
Item Description	These records, created at overseas posts, include but are not limited to cables, copies of passports and other identification, Volunteer / Trainee conduct during time of service, correspondence, descriptions of projects and activities Volunteer worked on, copies of descriptions of service, emergency contact and evacuation forms, insurance applications, leave statements, loan deferments, memorandums, and oaths of service, pre-training questionnaires, property inventories, recommendations from associates, newspaper or other community recognition records, and other materials relating to administrative paperwork generated at Posts on Volunteers and Trainees. Posts will initiate and/or complete paperwork and forward to the appropriate HQ office or enter into the appropriate electronic information system(s) in accordance with the current Peace Corps manual section instructions.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-490-95-009 / 3	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut off at the close of service or early termination for the Volunteer or Trainee		
Retention Period	Destroy 5 year(s) after cutoff		
<b>ADDITIONAL INFORMATION</b>			
Are any of the records covered by this item national security classified?	No		

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GAO Approval Required	No
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Signatory Information

Action	User	Date
Accept	Data Migration	01/06/2023
Approve	Colleen Shogan	08/18/2023