

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2024-0003

Status: APPROVED
Date Approved: 06/12/2025

General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency-wide
Schedule Subject	Audio-Visual Records of the Peace Corps
Additional Schedule Information	Photographs, digital images, and videos that document the mission and programs of the Peace Corps. Records may depict Peace Corps officials, Volunteers, staff, foreign counterparts and may be used to recruit Volunteers, promote projects, or solicit donations. Any Peace Corps office may create audio-visual records, however, the Office External Affairs (EA) / Office of Communications (Comms) produce most of the official audio-visual records for the agency.
Is There a Classified Version of This Schedule?	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: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

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-0490-2024-0003

Item #	Title	Disposition
0001	Audiovisual Digital Images and Videos – Documenting agency mission	Permanent
0002	Audiovisual Images and Videos Records – Routine	Temporary

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Records Schedule Items

DAA-0490-2024-0003-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Audiovisual Digital Images and Videos – Documenting agency mission	
	Item Description	<p>Historically significant digital images and videos of Peace Corps officials, Volunteers, or staff. Includes coverage of activities, interactions, and accomplishments related to the wide range of social, economic, technical development projects worldwide. Records may depict Peace Corps Directors, Deputy Directors, or designated surrogates; Peace Corps Volunteers, U.S. or foreign ambassador-level officials or higher, NGO partners, host country staff and counterparts, notable Returned Peace Corps Volunteers (RPCVs), and other notable persons at official or important events such as anniversary celebrations, new country signing ceremonies, and conferences of an unusual or unique nature. Volumes of records should be the smallest number of images needed to document significant Peace Corps headquarters and Post activities and individuals. Includes major video productions used in social media campaigns or advertising campaigns promoting the Peace Corps and for recruiting. All official audio-visual records must include metadata such as date, subject names, project type, and/or locations as well as any associated rights or permissions to reproduce the materials. Indexes, finding aids, and moving image scripts associated with the AV records created should be saved and transferred with records.</p>	
Is this item media neutral?		No	
Media limitation		Digital only	
Is this item a Big Bucket?		No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		Yes	
		Superseded Items	
	Superseded Item	Item Superseded in Part?	Explanation
	N1-362-90-003 / 1/a	No	
	N1-362-90-003 / 1/b	No	
	N1-362-90-003 / 1/c	No	
	N1-362-90-003 / 1/e	No	
	N1-362-90-003 / 2/a	No	

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N1-362-90-003 / 2/c	No
N1-362-90-003 / 2/d	No
N1-362-90-003 / 2/e	No
N1-490-92-002 / 1/a	No
N1-490-92-002 / 1/b	No
N1-490-92-002 / 1/c	No
N1-490-92-002 / 1/d	No
N1-490-92-002 / 1/e	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital still images:500GB ; Digital moving pictures:500GB
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2016 To: 12/31/2019
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0490-2024-0003-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Audiovisual Images and Videos Records – Routine

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Item Description	Routine audiovisual records (pictures, video, audio, etc.) taken by Peace Corps staff of Peace Corps training events, workshops, conferences of a standard and repeating nature, awards ceremonies, holiday celebrations, social activities and events events at Headquarters or Posts; identification portraits of Volunteers, staff, non-senior staff, host country nationals, community members, and returned Peace Corps Volunteers (RPCV); or records having technical deficiencies (such as photo files of less than 6 megapixels), descriptive deficiencies (lacking required metadata), or aesthetic deficiencies (blurry, subject not centered in image or cut off, garbled audio, etc.); records with unknown subject matter or provenance; or visual coverage in excess of what is needed for adequate and sufficient documentation of any event, activity, or person.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	Yes
GRS Disposition Authority List	
Disposition Authority	Title
DAA-GRS-2016-0005-0006	
Justification for GRS Deviation	This item aggregates records covered by the GRS with records not covered by the GRS including audio visual records that are technically deficient in some way, such as out of focus, blurry images, image size insufficient, etc.
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	06/12/2025

Checklist for Proposing the Early Legal Transfer of Permanent Records

Agency: Peace Corps (RG 490) Component (if applicable): _____
Schedule Number: DAA-0490-2024-0003 Item Number: 0001

Complete this checklist if your agency's proposed records schedule includes instructions to legally transfer records to NARA that are less than 15 years old or security classified records less than 25 years old. Your agency does not need to complete this checklist if the proposed schedule is longer than 15 years for unclassified records or 25 years for security classified records. By completing this checklist, your agency acknowledges the access implications of legally transferring records to NARA. For more information, see [NARA Bulletin 2015-01, Scheduling Guidance on the Appropriate Age for Legal Transfer of Permanent Records to the National Archives of the United States](#).

The Agency Records Officer (or appropriate agency official) must submit this checklist so NARA can complete the appraisal process for the proposed records. Use a new checklist for each schedule item proposed for early legal transfer. For Department-wide schedules, each component should provide responses to the checklist for each applicable schedule item.

Note: This checklist is intended to help determine if the proposed shorter legal transfer dates are appropriate. Submission of this checklist does not guarantee NARA will approve the proposed schedule.

1. Briefly state the reason(s) your agency is proposing a shorter legal transfer period:
AV records for the Peace Corps have either already been published or widely disseminated and do not contain information of a sensitive nature.

	YES	NO
2. At the time of legal transfer to NARA, will there be an anticipated business need to access the records?		X
3. Select the Freedom of Information Act exemptions that the agency anticipates would apply to these records at the time the records would be transferred to NARA(check all that apply):		
FOIA exemption (b)(1) - Information that is classified to protect national security.		X
FOIA exemption (b)(2) - Information related solely to the internal personnel rules and practices of an agency.		
FOIA exemption (b)(3) - Information that is prohibited from disclosure by another federal law.		X
none If yes, please list the applicable statute(s):		

YES	NO
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FOIA exemption (b)(4) - Information that concerns business trade secrets or other confidential commercial or financial information.		X
FOIA exemption (b)(5) - Information that concerns communications within or between agencies which are protected by legal privileges.		X
FOIA exemption (b)(6) - Information that, if disclosed, would invade another individual's personal privacy.		X
FOIA exemption (b)(7) - Information compiled for law enforcement purposes.		X
FOIA exemption (b)(8) - Information that concerns the supervision of financial institutions.		X
FOIA exemption (b)(9) - Geological information on wells.		X
4. Are the records needed for regular audit or investigative purposes?		X
5. Records Format (check all that apply):		
Paper-based textual records		X
Still Pictures		X
Maps And Charts		X
Aerial Photography		X
Motion Pictures	X	
Sound Recordings	X	
Structured Data Files (e.g., Database files)		X
Unstructured Electronic Files (e.g., PDF text files)		X

Agency Certifications

As Records Officer, I understand the procedures for accessing records that have been legally transferred to NARA. For analog or paper records, agencies will only be able to access the records at the NARA facility preserving the records through the normal researcher process. DLB (initial)

As Records Officer, I understand that upon legal transfer NARA will be responsible for making access determinations and responding to all FOIA requests for these records. DLB (initial)

Darryl Byrd
Agency Records Officer or appropriate agency official (sign)

2/9/2024
Date



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.