



Guide to Peace Corps' Records Schedules (Posts)

August 2012

Valery Garrett, Ph.D.
Records Management Officer
(202) 692-1096
vgarrett@peacecorps.gov

Table of Contents

Introduction.....	3
Key Definitions.....	4
Administrative.....	6
Country Director/ Executive Secretary.....	17
IT.....	23
Medical Office	26
Programming and Training.....	29
Safety and Security	34
Frequently Asked Questions (FAQ)	37
Index	39

Introduction

Every Federal agency is legally required to manage its records. Records are the evidence of the agency's actions. They must be managed properly for the agency to function effectively, to ensure the preservation of Peace Corps' history, and to comply with Federal laws and regulations.

This *Guide to Peace Corps' Records Schedules (Posts)* contains legally approved records dispositions. These dispositions are mandated; temporary records must be destroyed at the time stated and permanent records must be transferred to the National Archives at the appropriate time. Unscheduled records (records that do not have a disposition authority) must be maintained as though they are permanent records. Please refer to the next page for key definitions, including the definition of "cut off" and temporary, permanent, and unscheduled records.

NOTE: There are dozens of unscheduled records in this *Guide*, all of which are in the approval process. It could take a year or more to obtain that approval. In the meantime, we are required by law to keep those records.

IMPORTANT: Records must not be destroyed that state: **Disposition: DO NOT DESTROY. Keep until further notice.** These are unscheduled records that do not yet have a legal disposition authority.

If you find errors or omissions in this *Guide* or have unscheduled records not listed or questions, please contact the records officer.

Key Definitions

KEY TERM	DEFINITION
Cut off / Cutoff (also known as File Break)	Breaking or ending files at regular intervals, usually at the close of a fiscal or calendar year, to permit their disposal or transfer in a complete block and to permit the establishment of new files.
Disposition Authority	The legal approval empowering an agency to transfer permanent records to the National Archives or carry out the disposal of temporary records.
National Archives	The National Archives and Records Administration (NARA) provides the legal authority for the disposition of records. The Peace Corps, like all Federal agencies, is required to obtain permission from NARA to dispose of records.
Non-record	Does not meet the definition of a Federal record. Peace Corps policy requires a temporary retention of the “non-records” in this schedule (such as local labor laws).
Permanent Record	Record appraised by the National Archives as having sufficient historical or other value to warrant continued preservation by the Federal Government beyond the time it is needed for administrative, legal, or fiscal purposes.
Personally Identifiable Information	Information that can be used to distinguish or trace an individual’s identity, such as his or her name, date or place of birth, social security number, mother’s maiden name, or biometric records, when used –alone or when combined with other personal or identifying information.
Record	Materials (paper or electronic) made by a Peace Corps employee or Personal Services Contractor (PSC) during the course of Peace Corps business.
Record Series	A group of records arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific type of transaction, exist in the same media format, or have some other type of relationship.
Temporary Record	Record approved by the National Archives for disposal after a specified retention period.

KEY TERM	DEFINITION
Unscheduled Record	A record that does not have a legal disposition authority. Unscheduled records must be treated as permanent records.

Administrative

Applications and Resumes for Positions (Disposition Authority: NC1-362-76-3, item 32)

Applications and resumes from host country nationals (not U.S. direct hires), State Department vacancy posting, copy of advertisement, and notes by selection committee.

DISPOSITION: Temporary. Cut off when the hired Personal Service Contractor (PSC) terminates. Destroy 6 years and 3 months after cutoff. NOTE: File in hired PSC file.

Banking Memorandum of Understanding (Disposition Authority: GRS 6.5b)

DISPOSITION: Temporary. Destroy 3 years after superseded.

Cashier Reimbursement Voucher and Accountability Report (Disposition Authority: GRS 6.1a)

The Cashier Reimbursement Voucher and Accountability Report (PC-2055) is the cover summary sheet attached to the Cashier's Files / Imprest Reconciliations.

DISPOSITION: Temporary. Send record copy to Chief Financial Officer (CFO). Cut off at end of fiscal year. Post: Destroy 1 year and 3 months after cutoff. CFO: Destroy 6 years and 3 months after cutoff.

Cashier's Files / Imprest Reconciliations (Disposition Authority: GRS 6.1a)

Copies of Imprest reconciliations (cash counts and audit files), including the SF-1129 ("Cashier Replenishment and/or Accountability Report") and the Financial Service Center (FSC) 365 ("Cashier Reconciliation Statement"), Subvoucher Transmittal Report (FORPost printout) and supporting documentation (such as cashier cables relating to the adjustment of the imprest fund, overseas post bills for collection, payments out, collection for money owed to the U.S. Government, and deposits to account). [NOTE: The FSC 365 is generated and required by the Financial Service Center and serves as the cover sheet for the supporting documents. FSC 365 is the same as Automated Cashiering System (ACS) 365.]

DISPOSITION: Temporary. Send record copy of Imprest Reconciliations and supporting documentation to Chief Financial Officer (CFO). Cut off at end of fiscal year. Post: Destroy 1 year, 3 months after cutoff. CFO: Destroy 6 years and 3 months after cutoff.

Check stubs (Disposition Authority: GRS 6.1a)

Check stubs signed by external vendors, Peace Corps Volunteer (PCV) at Close of Service (COS), or by staff for travel.

DISPOSITION: Temporary. Destroy after 6 years and 3 months.

Collections for money owed U.S. Government (Disposition Authority: GRS 6.1a)

Bill of Collection log and supporting documentation for telephone or other expenses charged to staff.

DISPOSITION: Temporary. Destroy after 6 years and 3 months.

Daily Activity Schedules (Disposition Authority: GRS 23.5a)

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials.

DISPOSITION: Temporary. Destroy or delete when 2 years old.

Delegations of Authority (Disposition Authority: GRS 6.1a)

Delegations of authority from the Country Director to the Administrative Officer and from the Administrative Officer to other staff.

DISPOSITION: Temporary. Cut off when obsolete. Destroy 6 years and 3 months after cutoff.

Excess Personal Property Reports (Disposition Authority: GRS 4.2)

Excess personal property reports, including SF 120 (Report of Excess Personal Property), SF 122 (Transfer Order of Excess Personal Property), and SF 126 (Report of Personal Property for Sale).

DISPOSITION: Temporary. Destroy when 3 years old.

Excess Property / Surplus Property Files (Transactions of \$25,000 or less) (Disposition Authority: GRS 4.3b)

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

DISPOSITION: Temporary. Destroy 3 years after final payment.

Excess Property / Surplus Property Files (Transactions of more than \$25,000) (Disposition Authority: GRS 4.3a)

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

DISPOSITION: Temporary. Destroy 6 years after final payment.

FP Personnel Information (General) for U.S. direct hires. (Non-record)

Include FP pay scales and general information or correspondence.

DISPOSITION: Temporary. Destroy when superseded or no longer needed.

Hotel brochures and other information (Non-record)

Delete when no longer needed for reference.

Hotel reservations for volunteers (Non-record)

Delete when no longer needed for reference.

ICASS Council Meetings (Disposition Authority: None)

Minutes or notes from International Cooperative Administrative Support Services (ICASS) meetings.

DISPOSITION: DO NOT DESTROY. Keep until further notice..

ICASS Financial Files (Disposition Authority: GRS 6.1a)

International Cooperative Administrative Support Services (ICASS) system is the principal means by which the U.S. Government provides and shares the cost of common administrative support for overseas posts. This file includes all administrative and financial records associated with services that ICASS provides.

DISPOSITION: Temporary. Cut off at expiration. Destroy 6 years and 3 months after cutoff.

ICASS Memoranda of Understanding (MOUs) (Disposition Authority: GRS 3.3a(1)(a))

International Cooperative Administrative Support Services (ICASS). Memoranda of Understanding (MOUs) describing the services the Embassy will provide, signed by the Country Director and ICASS Council Chairperson.

DISPOSITION: Temporary. Cut off at expiration. Destroy 6 years 3 and months after cutoff.

Invoice Log (Disposition Authority: GRS 6.1b)

Invoice log.

DISPOSITION: Temporary. Destroy when 1 year old.

Leases (Disposition Authority: GRS 3.3a(1)(a))

This file contains a copy of foreign property leases. **NOTE:** Either a hard copy of the original or an electronic copy of the scanned lease is sent to (1) Office of Acquisitions and Contract Management (OACM); (2) Administrative Services (Management/AS); and (3) Financial Management Office (CFO/GAP).

DISPOSITION: Temporary. Cut off after final payment. Destroy 6 years and 3 months after cutoff.

Leave Application Files (Disposition Authority: GRS 2.6b)

SF 71 or equivalent plus any supporting documentation of requests and approvals of leave.

DISPOSITION: Temporary. Destroy when 3 years old.

Local Compensation Plan (LCP) (Non-record)

Local Compensation Plan/ Embassy Local Compensation Plan

DISPOSITION: Temporary. Destroy or delete after 5 years.

Local Labor Laws (Non-record)

Local labor law summaries.

DISPOSITION: Temporary. Cut off when superseded. Destroy or delete 5 years after cutoff.

Lost Check Files (Disposition Authority: GRS 6.1a)

Files include a copy of form SF-1098 (Schedule of Canceled Checks), correspondence on lost checks and efforts to trace or recover the funds.

DISPOSITION: Temporary. Destroy 6 years and 3 months after period covered by account.

Miscellaneous Administrative Files (Disposition Authority: GRS 23.1)

Records that relate to the internal administration or housekeeping activities of the post and are **not contained in other record series descriptions**. In general, these records relate to the post organization, staffing, superseded or outdated procedures, and communications, including facsimile machine (FAX) logs; and day to day administration of office personnel including training; and other materials that do not serve as unique post documentation.

DISPOSITION: Temporary. Destroy when 2 years old

Obligation Document (Disposition Authority: GRS 3.3a(1)(a))

The obligation document (contract, lease, PSC, purchase order [PC 2060], travel authorization, or micro-purchase form) is filed by either vendor name [preferred] or obligation number.

DISPOSITION: Temporary. Destroy 6 years and 3 months after final payment.

Payment Voucher and Receiving Document (PC 2059) (Disposition Authority: GRS 6.1a)

Requests for EFTs (Electronic Fund Transfers) and check payments to vendors, staff, or volunteers.

DISPOSITION: Temporary. Send record copy to Chief Financial Officer (CFO). Cut off at end of fiscal year. Post: Destroy 1 year and 3 months after cutoff. CFO: Destroy 6 years and 3 months after cutoff.

PCVs mail schedule (Disposition Authority: GRS 23.7e)

Volunteers' mail schedule.

DISPOSITION: Temporary. Destroy when no longer needed for reference.

PCVs package check out (Disposition Authority: GRS 23.7e)

List of volunteers' incoming packages and date picked up by volunteer.

DISPOSITION: Temporary. Destroy when no longer needed for reference.

Performance Appraisals (PSCs) File with PSC (Personal Service Contractor Files)**Performance Appraisals (U.S. Direct Hires) – Current Employees****Unacceptable performance appraisals.** (Disposition Authority: GRS 1.23a(1))

Appraisals of unacceptable notice, where a notice of proposed demotion or removal is issued but not effected and all related documents.

DISPOSITION: Temporary. Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.

Other performance appraisals. (Disposition Authority: GRS 1.23a(4))

DISPOSITION: Temporary. Destroy 4 years after date of appraisal.

Performance Appraisals (U.S. Direct Hires) – Former Employees

Performance-related records pertaining to a former employee.

Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating (Disposition Authority: GRS 1.23a(3))

DISPOSITION: Temporary. POST: Send to Human Resource Management (HRM). HRM will place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.

All other performance plans and ratings (Disposition Authority: GRS 1.23a(4))

DISPOSITION: Temporary. Destroy when 4 years old.

Periodic Budget Reviews (Disposition Authority: GRS 5.3b)

Reviews, including Mid-Year Reviews, used to report on "period to date" obligations. Files include related correspondence and supporting documentation and analysis.

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

Personal Property Files (Disposition Authority: GRS 4.3b)

Information about personal property (purchase date, vendor, cost, etc.) goes into the Bar Tracks database. See Surplus Property Files for disposition of receipts.

DISPOSITION: Temporary. Bar Tracks: Cut off after final payment. Delete 3 years after cutoff.

Personnel Files (Host Country Nationals and Foreign Service Nationals) (Disposition Authority: GRS 6.1a)

Supervisor's personnel files. Include copies of resumes or equivalent, personnel actions, position descriptions or statement of work, official memoranda, performance appraisals, award nominations, etc.

DISPOSITION: Temporary. Cut off at end of employment. Destroy 6 years and 3 months after post closes or 30 years after cutoff. NOTE: These files are held for thirty years so post staff can see the full record in case of re-employment.

Personnel files (U.S. direct hires) (Disposition Authority: GRS 1.18a)

Supervisors' Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, request for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel File (OPF).

DISPOSITION: Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

PSC (Personal Service Contract) Files (Disposition Authority: GRS 3.3a(1)(a))

These Personal Service Contract (PSC) files contain all documentation on each PSC, including all signed contracts and amendments; clearances and negotiations, funding or obligating document, correspondence, payment schedule and copy of voucher. Files include State Department vacancy posts and other evidence of competition (applications and resumes); security clearance (security certification), background checks, and any other supporting documents required by the Office of Acquisitions and Contracts (OACM).

DISPOSITION: Temporary. Cut off when the hired Personal Service Contractor (PSC) terminates. Destroy 6 years and 3 months after cutoff.

Purchase Card Logs (Disposition Authority: GRS 3.3a(1)(a))

Monthly record of purchase card holders purchases with approving official's signature and any backup documentation.

DISPOSITION: Temporary. Cut off at end of month. Destroy 3 years after cutoff.

Purchase Card Receipts (Disposition Authority: GRS 6.1a)

Purchase card/credit card receipts.

DISPOSITION: Temporary. Destroy 6 years and 3 months.

Time and Attendance Files (Disposition Authority: GRS 2.7)

Time sheets, annual time, attendance spreadsheet (PC 57), and compensation time information.

DISPOSITION: Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner.

Title (Abstract or certificate of title) (Disposition Authority: GRS 3.1b)

Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).

DISPOSITION: Temporary. Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.

Travel Authorizations (Disposition Authority: GRS 9.1a)

Copies of Government or commercial bills of lading, commercial passenger transportation vouchers (Standard Form (SF) 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.

[NOTE: Transportation (M/AS/T) maintains records paid for by headquarters]

DISPOSITION: Temporary. Destroy 6 years after the period of the account.

Travel Card Log (Disposition Authority: GRS 3.3a(1)(b))

Monthly record of travel expenses incurred by purchase card holder with approving official's signature and any backup documentation.

DISPOSITION: Temporary. Cut off at end of month. Destroy 3 years after cutoff.

Vehicle Accident Files (Disposition Authority: GRS 10.5)

Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91 (Motor Vehicle Accident Report), investigative reports, SF 94 (Statement of Witness), and logs.

DISPOSITION: Temporary. Destroy 6 years after case is closed.

Vehicle Files / Asset Files (Disposition Authority: GRS 10.6)

Documentation relating to vehicles used by Peace Corps overseas posts. Included are records relating to procurement, maintenance and repair, and disposition/release of specific vehicles.

DISPOSITION: Temporary. Cut off when vehicle leaves post's custody. Destroy 4 years after cutoff.

Vehicle Fleet Plan / Vehicle Status Report (Disposition Authority: GRS 10.4)

Fleet Plans include vehicle usage information and the vehicle ceiling (how many vehicles are allowed per year).

DISPOSITION: Temporary. Destroy 3 years after date of report or fleet plan.

Vehicle Operating Files (Disposition Authority: GRS 10.2a)

Operating records, including those relating to gas and oil consumption, dispatching, and scheduling.

DISPOSITION: Temporary. Destroy when 3 months old.

Vehicle Maintenance Files (Disposition Authority: GRS 10.2b)

Maintenance records, including those relating to service and repair.

DISPOSITION: Temporary. Destroy when 1 year old.

Volunteer Allowances

Input into VICA.

Volunteer Banking Agreements (Disposition Authority: GRS 6.5b)

Agreements with overseas banks regarding all volunteer financial arrangements and transactions. Includes powers of attorney, deposits of volunteer allowances, and other payments.

DISPOSITION: Temporary. Destroy when 3 years old.

Volunteer Living Allowance Receipts (Disposition Authority: GRS 6.5b)

Volunteers' receipts for reimbursement under the living allowance. NOTE: Living allowance information is input into VICA and retained in Odyssey.

DISPOSITION: Temporary. Destroy when 3 years old.

Volunteer Living Allowance Surveys (Disposition Authority: GRS 6.1a)

Includes survey instruments and analysis, cost projections, request for increase(s) to the Regional Director, approval/disapproval, and related correspondence.

DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 6 years and 3 months after cutoff.

Volunteer Readjustment Log / In-country withdrawal (Disposition Authority: GRS 23.8)

Log of approved readjustment allowances. Volunteer's name, date of payment and description of money received is input in FORPost. Cashier keeps log of allowances so others can look up the information in FORPost.

DISPOSITION: Temporary. Destroy or delete when 2 years old or 2 years after the date of the last entry, whichever is applicable.

Volunteer Settling-in Allowance Surveys (Disposition Authority: GRS 5.2)

Include survey instruments and analysis, cost projections, request for increase(s) to the Regional Director, approval/disapproval, and related correspondence.

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

Country Director/ Executive Secretary

Administrative Management Control Survey (AMCS) (Disposition Authority: None)

Comprehensive self management tool that helps overseas posts assess their business processes and monitor adherence to Federal Laws and Peace Corps requirements. Also used as a planning tool for new Country Directors, post staff, and new country start-ups. AMCS is used prior to annual submission of the IPBS Strategic Plan and Operating Budget. Posts save as surveys on Excel spreadsheets.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Administrative Separations / Early Terminations in Lieu of Administrative Separation Files (Disposition Authority: None)

Files related to the administrative separation or resignation / early termination in lieu of administrative separation of volunteers. Includes information about the Volunteer leading up to Early Termination.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Authorization to Use Personal Material (Disposition Authority: None)

Authorization to use a Volunteer's personal material world-wide and in perpetuity.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Cable Files (Disposition Authority: NC 174-189, item 139c)

Communications (emailed cables) are received and dispatched through State Department channels. These communications pertain to a host of subjects regarding international situations that require priority handling.

DISPOSITION: Cut off at the end of the year. Destroy 2 years after cut off.

Correspondence/ Communications (Disposition Authority: NC1-362-76-3)

Letters, emails, and other post communications not otherwise identified in post records schedules. Each office keeps its own set of correspondence, usually filed alphabetically by subject.

DISPOSITION: Temporary. Cut off at end of the year. Destroy 2 years after cut-off.

Country Agreements (Disposition Authority: None)

File includes all agreements with host country and amendments.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Country Closing Files (Disposition Authority: None)

Records from posts that close or are suspended due to a country's graduation, evacuation, or through a Peace Corps administrative decision. Includes materials that document the closing and reasons for closing; signed copies of country agreements and amendments; Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) if signed by the Country Director or more senior Peace Corps official, and legacy reports documenting the activities and accomplishments of an overseas post's mission upon graduation. Also includes the last Pre-Service Training (PST) materials, the last welcome book, widely-used volunteer- or post staff-created training materials, and post histories. Includes graduation books if the closing involves a Country Graduation.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Description of Services (DOS) / Termination Report [current job N1-490-11-1]

Volunteers are required to write a 1-3 page Description of Service stating where they were located, describing their type and length of training and service, and their work projects. The DOS is completed prior to the Peace Corps Volunteer's completion of service, and signed by the Country Director.

DISPOSITION: Permanent. Forward the record copy to the Office of the Chief Financial Officer/Volunteer Services (headquarters) upon Close of Service (COS). Post: File in Volunteer (PCV) File. CFO/VS will transfer to National Archives.

Duty officer's handbook (Disposition Authority: None)

Handbook kept in possession of duty officer in case of emergencies. Contains duty officer's responsibilities and information from other sources about volunteers and their location.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Externally Funded Grants and Training Activity Files (Disposition Authority: None)

Files for externally funded grants and training activities initiated by the community and implemented by a Peace Corps Volunteer (PCV) and the community. Includes but is not limited to: Small Project Assistance (SPA), Volunteer Activities Support and Training (VAST), and Peace Corps Partnership Projects (PCPP). Files include documents relating to funding requests (proposals, abstracts, etc.); original liability forms and project agreements; post-level agreements; reports and evaluations; financial documents; major communications; waivers; project transfer forms; and any other documents related to externally funded grants and training activities. **NOTE:** Peace Corps headquarters is responsible for the permanent retention of the project proposal/abstract, project final report/completion report, and project agreement.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Host Country Contributions (Disposition Authority: None)

Files maintained by overseas posts documenting the management of funds or other contributions, including in kind donations provided by host country, partner organizations, and others in support of Peace Corps projects.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Host Country Laws (Non-record)

Host country laws.

Destroy when superseded or no longer needed for reference.

Invitations (Disposition Authority: GRS 23.1)

Invitations from outside entities (embassy, local groups, etc.) to attend meetings or other functions.

DISPOSITION: Temporary. Cut off at end of year. Destroy 2 years after cutoff.

Meeting minutes (staff) (Disposition Authority: GRS 23.1)

DISPOSITION: Temporary. Cut off at end of year. Destroy 2 years after cutoff.

Memoranda of Understanding (MOUs) / Memoranda of Agreement (MOAs) – Post

(Disposition Authority: None)

MOUs and MOAs document high-level Peace Corps program agreements with other government entities or private sector organizations or institutions. Post MOUs/ MOAs are drafted by the post, reviewed by the Office of General Counsel, and signed by the Country Director and senior officials at host country government, organization, or institution.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Newsletters (Disposition Authority: None)

Newsletters written by Volunteers/post staff for current Volunteers to inform them about activities, post events (workshops, site visit schedules, holidays, etc.), or updates. Can include information from post staff or submissions from volunteers or project partners.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Operating Plan (Disposition Authority: None)

One-year budget plan for post operations.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Post Histories (Disposition Authority: None)

Information unique to the post, showing the history of its mission or activities. Includes volunteer training rosters, anniversary materials, brochures or other literature prepared by post to promote the Peace Corps or provide information to host country nationals; speeches given by Country Director on historical occasions; and group photographs taken of training class or mug books that include both photos and volunteer biographies. May include documentation of volunteer service or training classes produced through a collaboration of volunteers in a training class if the names, dates, and place of all photographs or other information is included.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Post policies and guidelines (Disposition Authority: None)

Policies created at post. Includes general policies and guidelines or program and training guidelines and policies or other post-specific guidelines or policies.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Post Updates (Disposition Authority: None)

Periodic reports updating the Region about post activities. May include information about programming, administrative matters, swearing-in ceremonies, medical support, safety and security, upcoming events, burning needs, or volunteer success stories.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Requests for Information (Disposition Authority: GRS 23.1)

Routine Requests for public information about the Peace Corps.

DISPOSITION: Temporary. Destroy when 2 years old.

Site Visit Reports / Summary Trip Reports File in Volunteer (PCV) Files

Trips to visit volunteers to find out how they are doing and how their projects are progressing. Can include photographs in addition to general observations and comments.

Speeches File in Post Histories

Public speeches given by the Country Director for historical events or occasions.

Strategic Plan (Disposition Authority: NC-174-189, item 89a)

Each post creates a three-year plan containing a contextual analysis (current program and accomplishments, goals, and objectives), operating framework, trainee requests, and budget requests.

DISPOSITION: Permanent. Submit to Region. Cut off at end of fiscal year. Post: Destroy 6 years after cutoff. Region will transfer to the National Archives 17 years after cutoff.

Swearing-In Programs File in Post Histories

Programs for group swearing-in ceremonies and list of volunteers sworn in.

VIP Visits (Disposition Authority: None)

Communications and other documentation about VIP visits.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Volunteer (PCV) Overseas Files (Disposition Authority: N1-490-95-9, item 6)

These records consist of cables about volunteers, copies of passports and other identification, correspondence, copies of description of service, leave statements, loan deferments, memorandums, oaths of service, pre-training questionnaires, recommendations from associates, and other materials relating to post-generated administrative paperwork on Volunteers.

DISPOSITION: Temporary. Cut off at Close of Service (COS) or Early Termination (ET). Destroy 1 year after COS or ET. **NOTE:** Program and Administrative files about volunteers may be kept separately until after COS or ET, but should be filed together after COS or ET.

Volunteer Project Files (Disposition Authority: None)

Administrative files for volunteer projects or activities which receive funding through groups or organizations not formally supported by offices at Peace Corps headquarters. These projects can be funded by host country entities or "Friends of" groups. Documents include Volunteer proposals, memos or emails, and receipts.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Welcome Books (Disposition Authority: N1-490-02-2, item 2)

Materials prepared to provide volunteers and other staff background on the country's culture, political climate, and other information.

DISPOSITION: Permanent. Cut off at end of fiscal year or post closing. Transfer to the National Archives 10 years after cutoff.

IT

Borrower List (Disposition Authority: GRS 23.8)

List of staff or volunteers who borrow Peace Corps equipment.

DISPOSITION: Temporary. Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

Computer Incident Reports (Disposition Authority: GRS 24.7)

Computer Security Incident handling, reporting and follow-up records.

DISPOSITION: Temporary. Destroy/delete 3 years after all necessary follow-up actions have been completed.

Contracts (Disposition Authority: GRS 3.3a(1)(a))

Contracts for services or products.

DISPOSITION: Temporary. Destroy 6 years and 3 months after final payment.

Cyber Security (Disposition Authority: GRS 24.7)

Cyber Security Incident handling, reporting and follow-up records.

DISPOSITION: Temporary. Destroy/delete 3 years after all necessary follow-up actions have been completed.

Daily Backups (Disposition Authority: GRS 24.4a (1))

Incremental daily backups maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

DISPOSITION: Temporary. Delete/destroy after 2 weeks to maintain a full 2 weeks of incremental daily backups.

IT Equipment Inventory (Disposition Authority: GRS 24.3a)

Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.

DISPOSITION: Temporary. Destroy/delete 1 year after completion of the next inventory.

IT Users' Verification Form (Disposition Authority: GRS 20.1c)

IT user's verification form.

DISPOSITION: Temporary. Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

Laptop pool checkout form (Disposition Authority: GRS 23.8)

Check out form for laptops.

DISPOSITION: Temporary. Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

Monthly Backups (Disposition Authority: GRS 24.4a(1))

Incremental monthly backups maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

DISPOSITION: Temporary. Delete/destroy after 3 months to maintain a full 3 months of incremental daily backups.

Online logs (Disposition Authority: GRS 23.8)

Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.

DISPOSITION: Temporary. Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

Outlook Web Access (OWA) Sensitive Data Agreement (Disposition Authority: GRS 24.9a)

Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.

DISPOSITION: Temporary. Destroy/delete 3 years after agreement is superseded or terminated.

Palm Pilot & Pocket PC Agreement (Disposition Authority: GRS 20.1c)

Palm Pilot & Pocket PC Agreement.

DISPOSITION: Temporary. Delete/destroy 1 year after employee terminates.

Sharepoint Authorization Form (Volunteers) (Disposition Authority: GRS 20.1c)

Volunteer's Sharepoint Authorization Form.

DISPOSITION: Temporary. Destroy/delete 1 year after close of service (COS).

Volunteer Computer Guidelines Signature Form (Disposition Authority: GRS 20.1c)

Volunteer Computer Guidelines Signature Form.

DISPOSITION: Temporary. Destroy/delete 1 year after close of service (COS).

Wireless Authorization (Volunteers) (Disposition Authority: GRS 20.1c)

Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

DISPOSITION: Temporary. Delete/destroy 1 year after close of service (COS).

Medical Office

DEA (Drug Enforcement Agency)/ Controlled Substance Log (Disposition Authority: None)

DEA log dedicated to dispensing and disposal of controlled substances at post.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Emerging Diseases Files (Disposition Authority: None)

Immunization and other records regarding emerging diseases.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Epidemiological Survey Report (Disposition Authority: None)

Monthly reports about epidemiological conditions in host countries. These reports provide information for the analysis of health conditions and recommended precautions issued by the Office of Medical Services (OMS).

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Health Facility Assessment (Disposition Authority: None)

Assessment of health care facilities available to volunteers in the host country. Includes name, type and location of facility, and description of facility (information about radiological, surgical, intensive care units, pharmacy, and supports services).

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Health Records / Medical Records (Disposition Authority: NC1-362-77-2, item 1)

These volunteer health records (also known as Overseas Health Jackets, OHJs, Medical Records or PCV Medical Charts) contain reports of medical examinations and medical history prior to selection for training. They also contain trainee/volunteer medical examination reports, laboratory tests, immunization record, eye glass prescriptions, and other health/medical records.

DISPOSITION: Temporary. Within thirty (30) days after a Volunteer/Trainee separates from the Peace Corps, send to Office of Medical Services/Medical Records (VS/MS). OMS will destroy 25 years after COS.

Inventories of Medical Supplies (Disposition Authority: None)

Inventories of medical supplies (other than Specially Designated and Controlled Substance supplies).

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Inventories of Specially Designated and Controlled Substance Medical Supplies

(Disposition Authority: None)

Quarterly inventories of Specially Designated and Controlled Substance Medical Supplies, inventories completed when a new Peace Corps Medical Officer (PCMO) begins employment at the post, and when a substance that was not previously a controlled substance becomes a controlled substance.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Lab logs/Clinical Practice Log Books (Disposition Authority: None)

Tracking documents for office visits and labs drawn, requested, and received.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Medical Accommodation Request (MAC) Files (Disposition Authority: None)

All medical accommodation requests (MACs) and correspondence about MACs granted or denied.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Medical Evacuation (Medevac) Files (Disposition Authority: None)

Files kept by posts designated as regional medical evacuation (medevac) sites. Contains documentation about each volunteer evacuated to that post for medical services. Includes information about transportation and medical services or consultation provided at regional medevac post.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Medical Newsletters (Disposition Authority: None)

Newsletters informing volunteers about local health and medical conditions.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Volunteer Health Training Files (Disposition Authority: GRS 1.29.a(1))

Materials created by the Peace Corps Medical Officer (PCMO) for Pre-Service Training (PST), In-Service Training (IST), and Peer Support Training Workshops and Conferences for Volunteers and Trainees.

DISPOSITION: Temporary. Destroy when 5 years old or 5 years after completion of a specific training program.

Volunteer Site Files (Disposition Authority: None)

Medical site assessments and Medical Evacuation (medevac) Action Plans/Emergency Action Plans (EAPs) providing information about medical assistance available near each volunteer's site.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Programming and Training

Committee Meeting Minutes (Disposition Authority: GRS 26.1a)

Minutes of post committees, such as Project Advisory Committee Meetings.

DISPOSITION: Temporary. Destroy /delete when no longer needed for administrative purposes.

Field-Produced Materials (Disposition Authority: None)

Training materials created by post staff or Volunteers and materials created by Volunteers for other Volunteers or for work in their communities.

Widely Used Training Materials (Disposition Authority: None)

Widely used training materials for Volunteers created at post entirely by staff or Volunteers. These training materials can be used in Pre-Service Training (PST), Mid-Service Training (MST), In-Service Training (IST), Close of Service Training (COS), and other training sessions to help the Volunteer through their service. Materials should be titled and dated.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

All Other Training Materials (Disposition Authority: None)

Training materials created entirely at post by staff or Volunteers that are used for a limited time and are not widely disseminated.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Widely-Used Volunteer-Produced Materials (Disposition Authority: None)

Significant materials, such as manuals, handbooks, or other formal publications created by Volunteers for other Volunteers or for work in their communities.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

All Other Volunteer-Produced Materials (Non record)

All other Volunteer-produced materials.

DISPOSITION: Temporary. Cut off when materials are no longer used. Destroy at cutoff.

IRC In-country Resources Catalog (Disposition Authority: GRS 3.9a)

List or database of Information and Collection (ICE) and other resources at post available to Peace Corps Volunteers.

DISPOSITION: Temporary. Destroy 2 years after resource discontinued.

Language Proficiency Interview (LPI) cassette tapes or digital files (Disposition Authority: None)

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.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Peace Corps Response (PCR) General Files (Disposition Authority: None)

Post PCR files contain correspondence, project information, and general information about recruitment.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Peace Corps Response Position Descriptions (Disposition Authority: None)

These positions description are for Peace Corps Response Volunteer projects. They include a description of the project (its background and purpose), country programming, duties and responsibilities, volunteer qualifications, supervision and reporting requirements, housing and living conditions, orientation, and safety and security.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Programming and Training Reports (Disposition Authority: None)

Post reports about a project or training submitted annually to the Regions and Overseas Programming and Training Support (OPATS). These reports include but are not limited to Partnership Reports (which include information about the international partner and types of support provided) and status reports. Project Status Reports (PSRs) can include information about promising practices, challenges and plans, monitoring and evaluation, project changes, technical training, goals and objectives, a description of each activity and outcome, a report about Peace Corps's goals 2 and 3, a needs assessment, and volunteer stories. Training Status Reports (TSRs) describe training models, methods and priorities; descriptions of competency areas and learning objectives; statistics about the achievement of competencies and learning objectives; information about the training materials and resources used; the assessment and evaluation of learning; promising practices and challenges; and planned improvements. Initiative Reports (IRs) / Cross-Sector Programming Priorities Reports provide information across all project sectors and relate to Peace Corps-wide initiatives (such as Gender Equality & Women's Empowerment).

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Project Files (Disposition Authority: None)

For projects that are not externally funded. Associate Peace Corps Director (APCD)/project 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.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Project Plan (Disposition Authority: None)

Peace Corps has from one to six projects in each country. Project plans describe the time-bound plan for each project (such as health or education or agriculture) in the host country. The project plan includes the background, project description, strategy statements, purpose, goals and objectives, the monitoring and evaluation plan, and task analysis.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Site History Files (Disposition Authority: None)

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).

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Training Evaluations (Disposition Authority: None)

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

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Training Event Reports (Disposition Authority: None)

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.

Summary Reports (Disposition Authority: None)

Reports summarizing an entire training event.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

All other reports (Disposition Authority: None)

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).

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Training Event Files (Disposition Authority: None)

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.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Volunteer Assignment Description (VAD) (Disposition Authority: None)

Description of sector-related project (such as health or agriculture or education) sent as an invitation to applicants selected for service as volunteers. Includes greetings from the Associate Peace Corps Director (APCD) or Program Manager, a history and description of the project, an outline of volunteer duties, comments from volunteers, and other information about the project.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Volunteer Handbooks (Disposition Authority: None)

Handbooks provided to volunteers, usually when sworn in. Handbooks contain guidelines to follow while at site, whereabouts policies, and contact information or information helpful to Volunteers at Close of Service.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Volunteer Site Lists (Disposition Authority: None)

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

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Safety and Security

Crime Case Files (Disposition Authority: None)

Case files about crimes involving volunteers, including information about the crime, notes, and updates from local authorities (arrest information, steps in prosecution, etc.) and attorneys.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Crime Incident Reports (Non-record)

Excel spreadsheet derived from information in the Criminal Incident Report System (CIRS). Report can show overview of crimes and include a narrative and graphs. Can be used for training to provide information about avoidable incidents, how alcohol can be a contributing factor to crimes against volunteers, and the differences between urban and rural crimes. It can also be used as further site information and for post policies.

DISPOSITION: Temporary. Destroy/ delete after 3 years.

Emergency Action Plan (EAP) (Disposition Authority: None)

Written in conjunction with staff, volunteers, and others. Explains types of potential emergencies, emergency action plans, and contingencies.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Emergency Action Plan (EAP) Brochure (Disposition Authority: None)

Concise pamphlet for Volunteers with emergency information. Contains tips on home stay preparation before Volunteer leaves for service, safe house locations and phone numbers, and staff phone numbers.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Emergency Action Plan (EAP) Test Records (Disposition Authority: GRS 18.28)

Information about drills conducted and results from drills, staff involvement in drills, and lessons learned.

DISPOSITION: Temporary. Destroy when 3 years old.

Evacuation Drill for Staff (Disposition Authority: GRS 18.28)

Training and drills for office evacuation.

DISPOSITION: Temporary. Destroy when 3 years old.

Incident Report Binder (Non-record)

Printed copy of incident reports from CIRS.

DISPOSITION: Temporary. Destroy when no longer needed for reference.

Legal Environmental Survey (Disposition Authority: None)

Annual review of legal and investigative capabilities of host country.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Peace Corps Safety and Security Officer (PCSSO) Report Files (Disposition Authority: None)

A threat assessment is conducted at least every 3 years for each post. The report analyzes the post's safety and security systems and offers financial or programmatic recommendations. In addition to the report, files include correspondence about the report, recommendations, feedback, and changes.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Personal Safety Plan See Volunteer (PCV) Files

Volunteer identifies environmental and other risks at site and provides information about neighbors (names and phone numbers) and the names and phone numbers of reliable taxi drivers or other forms of transportation available during potential emergencies.

DISPOSITION: Temporary. Safety and Security Coordinator maintains the Personal Safety Plan for each Volunteer. At Volunteer's Close of Service (COS), forms are filed with Volunteer (PCV) Files.

Safety and Security Handbook (Disposition Authority: None)

Handbook for volunteers, providing an overview of safety and security procedures and policies designed for the volunteer's personal safety and home security.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Safety of the Volunteer (Disposition Authority: None)

Document produced by the Office of Safety and Security (headquarters) with information about the types of assaults and in-service deaths, and the demographics of the victims, including crimes by country. The document also includes strategies to reduce risks to Volunteers.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Site Locator Forms See Volunteer (PCV) Files

Volunteer fills out the form, providing information about his/her residence and site location. This information includes the name and phone number for landlord, route from residence to site, a hand-drawn map of the site route and traveling time, a photo of residence and site, and emergency transportation.

DISPOSITION: Temporary. Some of this information goes into VIDA (such as scanned copy of the map). Hard copy is kept by name of Volunteer and easily accessible in case of emergencies. At Volunteer's Close of Service (COS), forms are filed with Volunteer (PCV) Files.

Volunteer Coordinators' Files (Disposition Authority: None)

Volunteer coordinators (also known as emergency zone coordinators or wardens) serve as liaisons between Safety and Security Coordinators and Volunteers, aiding with safety and security issues in their area. They can meet several times a year to review safety and security incidents and receive safety and security training. Files include meeting minutes and other documents.

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Volunteer Coordinators' Manual (Disposition Authority: None)

Outlines rules and responsibilities for Volunteer Coordinators (also known as Emergency Zone Coordinators or Wardens).

DISPOSITION: DO NOT DESTROY. Keep until further notice.

Frequently Asked Questions (FAQ)

What are the benefits of records management?

What is a record?

Who do I contact with questions concerning records?

Is email a record? If so, how do I deal with it?

What if I have records from a predecessor?

How may I destroy records held by my office?

What if a record I create or maintain is not listed in this manual?

What are the benefits of records management?

- Contributes to the smooth operation of Peace Corps programs by making the information needed for decision making and operations readily available
- Meets statutory and regulatory requirements including archival, audit, and oversight activities
- Provides protection and support in litigation
- Protects the rights of the agency, its employees, and its customers
- Provides continuity in the event of a disaster
- Protects records from inappropriate and unauthorized access
- Improves office efficiency and productivity
- Supports and documents historical and other research
- Frees up office space for other purposes by moving inactive records to storage facilities

What is a record?

Records include all **books, papers, maps, photographs, machine-readable materials**, or other **documentary materials**, regardless of physical form or characteristics, **made or received** by an agency of the United States Government under Federal law or in connection with the transaction of public business and **preserved or appropriate for preservation** by that agency or its legitimate successor as **evidence** of the organization, functions, policies, decisions, procedures, operations, or other **activities of the Government** or because of the **informational value** of the data in them. (44 USC 3301 – Definition of Federal Records)

Who do I contact with questions concerning records?

The Peace Corps records officer. You may also wish to view information which the National Archives and Records Administration maintains on its website: <http://www.archives.gov/records-mgmt/>

Is email a record? If so, how do I deal with it?

If an email pertains to a specific subject or function which is covered by an existing records schedule, that email must be maintained for that retention period. This may be done by printing out the email and saving it in the appropriate paper file, or by saving it electronically in an appropriate file on the shared drive. This becomes the recordkeeping copy. For the original email itself, the following guidance applies:

a. *Copies that have no further administrative value after the recordkeeping copy is made, including copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.*

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. *Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.*

Destroy/delete when dissemination, revision, or updating is completed.

What if I have records from a predecessor?

Although these records were not created by you, you have a responsibility to properly schedule and/or dispose of them.

How and when may I destroy records held by my office?

First, you must be certain that the record has reached the end of its retention period. If you are unsure of this, contact the records officer. If the records contain Personally Identifiable Information (PII), they must be shredded, burned, or otherwise mutilated to protect individual privacy. Other records may be recycled, although shredding is preferred.

What if a record I create or maintain does not match the description contained in this *Guide to Peace Corps' Records Schedules*?

Contact the records officer.

What if a record I create or maintain is not listed in this *Guide to Peace Corps' Records Schedules*?

Call the records officer. The record may be covered by a General Records Schedule (GRS), a set of schedules that apply to records regardless of the agency. There may also be a Peace Corps schedule which you are not aware of which covers the record in question. If neither case applies, the records officer will work with you to create a new schedule.

Index

A

Abstract or certificate of title. *See* Title (Abstract or certificate of title)

Administrative Files Miscellaneous. *See* Miscellaneous Administrative Files

Administrative Management Control Survey (AMCS), 17

Administrative Separations / Early Terminations in Lieu of Administrative Separation Files, 17

AMCS. *See* Administrative Management Control Survey

Anniversary Materials. *See* Post Histories

Annual Leave spreadsheet. *See* Miscellaneous Administrative Files

Applications and Resumes for Positions, 6

Appointment Books. *See* Daily Activity Schedules

Asset Files. *See* Vehicle/Asset Files

Authorization to Use Personal Material, 17

B

Backups. *See* Daily Backups *or* Monthly Backups *or* System Backups

Banking Memorandum of Understanding, 6

Borrower List, 23

Budget and Financial Policy. *See* Miscellaneous Administrative Files

C

Cable Files, 17

Calendars. *See* Daily Activity Schedules

Cashier Reimbursement. *See* Imprest Reconciliations

Cashier Reimbursement Voucher and Accountability Report, 6

Cashier's Files. *See* Imprest Reconciliations

Cashier's Files / Imprest Reconciliations, 6

Check stubs, 7

Clearances (Host Country Nationals). *See* PSC (Personal Service Contract) Files

Collections for money owed U.S. Government, 7

Committee Meeting Minutes, 29

Communications. *See* Correspondence/Communications

Compensation Time. *See* Time and Attendance Files

Computer Incident Reports, 23

Contracts, 23

Correspondence/ Communications, 17

Country Agreements, 18

Country Closing Files, 18

Crime Case Files, 34

Crime Incident Reports, 34

Cross Sector Programming Priority Reports. *See* Programming and Training Reports

Cyber Security, 23

D

Daily Activity Schedules, 7

Daily Backups, 23

Day to Day Operations Correspondence. *See* Correspondence/Communications

DEA (Drug Enforcement Agency)/
Controlled Substance Log, 26
Delegations of Authority, 7
Description of Services (DOS) /
Termination Report, 18
Duty officer's handbook, 18

E

EAP. *See* Emergency Action Plan
EAP Brochure. *See* Emergency Action
Plan Brochure
EAP Test Records. *See* Emergency Action
Plan Test Records
Early Termination in lieu of. *See*
Administrative Separation
Embassy Communications. *See*
Correspondence/Communications
Emergency Action Plan (EAP), 34
Emergency Action Plan (EAP) Brochure,
34
Emergency Action Plan (EAP) Test
Records, 34
Emergency Zone Coordinators. *See*
Volunteer Coordinator Files *or* Manual
Emerging Diseases Files, 26
Epidemiological Survey Report, 26
ET in lieu of Admin Sep. *See*
Administrative Separation
Evacuation Drill for Staff, 35
Excess Personal Property Reports, 7
Excess Property / Surplus Property Files
(Transactions of \$25,000 or less), 8
Excess Property / Surplus Property Files
(Transactions of more than \$25,000), 8
Externally Funded Grants and Training
Activity Files, 19

F

Field-Produced Materials, 29

Final Site Evaluations. *See* Site History
Files
FP Personnel Information (General) for
U.S. direct hires, 8

G

Grants. *See* Externally Funded Grants
and Training Activity Files
Group Photos. *See* Post Histories
Guidelines. *See* Post Policies and
Guidelines

H

Handbook. *See* Duty Officer 's Handbook
or Safety and Security Handbook *or*
Volunteer Handbook
Health Facility Assessment, 26
Health Records / Medical Records, 26
Home Stay Files. *See* Site History Files
Host Country Communications:. *See*
Correspondence/Communications
(Miscellaneous)
Host Country Contributions, 19
Host Country Laws, 19
Hotel brochures and other information, 8
Hotel reservations for volunteers, 8

I

ICASS Council Meetings, 8
ICASS Financial Files, 8
ICASS Memoranda of Understanding
(MOUs), 9
Imprest Fund Chashier Designation
Form. *See* Cashier's Files/Imprest
Reconciliations
Incident Report Binder, 35
Incident Reports. *See* Crime Incident
Reports

Information Requests. *See* **Requests for Information**

Initiative Reports. *See* **Programming and Training Reports**

Intelligence Determinations for Personal Service Contractors (PSCs). *See* **PSC (Personal Service Contract) Files**

Inventories of Medical Supplies, 27

Inventories of Specially Designated and Controlled Substance Medical Supplies, 27

Invitations, 19

Invoice Log, 9

IPBS. *See* **Operating Plan or Strategic Plan**

IRC In-country Resources Catalog, 30

IT Equipment Inventory, 24

IT Users' Verification Form, 24

L

Lab logs/Clinical Practice Log Books, 27

Language Proficiency Interview (LPI) cassette tapes or digital files, 30

Laptop pool checkout form, 24

Laws. *See* **Host Country Laws**

Leases, 9

Leave Application Files, 9

Legal Environmental Survey, 35

Living Allowance Receipts. *See* **Volunteer Living Allowance Receipts**

Living Allowance Surveys. *See* **Volunteer Living Allowance Surveys**

Local Compensation Plan (LCP), 9

Local Labor Laws, 9

Lost Check Files, 10

LPI. *See* **Language Proficiency Interview (LPI) cassette tapes or digital files**

M

Medical Accommodation Request (MAC) Files, 27

Medical Evacuation (Medevac) Files, 27

Medical Newsletters, 27

Meeting Minutes. *See* **Committee Meeting Minutes**

Meeting minutes (staff), 19

Memoranda of Understanding (MOUs) – Volunteers. *See* **Volunteer (PCV) Files**

Memoranda of Understanding (MOUs) / Memoranda of Agreement (MOAs) – Post, 20

Mid-Service Conference Reports:. *See* **Training Materials**

Miscellaneous Administrative Files, 10

Monthly Backups, 24

MOUs. *See* **Volunteer (PCV) Files (Overseas Post Files)**

Mug Books. *See* **Post Histories**

N

Newsletters, 20

O

Obligation Document, 10

OHJ. *See* **Health Records/Medical Records**

Online logs, 24

Operating Plan, 20

Outlook Web Access (OWA) Sensitive Data Agreement, 24

Overseas Health Jackets. *See* **Health Records/Medical Records**

P

Palm Pilot & Pocket PC Agreement, 25

Partnership Reports. *See* Programming and Training Reports

Payment Voucher and Receiving Document (PC 2059), 10

Payroll Preparation and Processing Correspondence. *See* Correspondence/Communications

PCPP Files. *See* Externally Funded Grants and Training Activity Files

PCSS Report Files. *See* Peace Corps Safety and Security Officer (PCSSO) Report Files

PCV Files. *See* Volunteer (PCV) Files (Overseas Post Files)

PCVs mail schedule, 10

PCVs package check out, 11

Peace Corps Partnership Projects. *See* Externally Funded Grants and Training Activity Files

Peace Corps Response (PCR) General Files, 30

Peace Corps Response Position Descriptions, 30

Peace Corps Safety and Security Officer (PCSSO) Report Files, 35

Performance Appraisals (PSCs), 11

Performance Appraisals (U.S. Direct Hires) – Current Employees, 11

Performance Appraisals (U.S. Direct Hires) – Former Employees, 11

Periodic Budget Reviews, 12

Personal Material Authorization. *See* Authorization to Use Personal Material

Personal Property Files, 12

Personal Property Reports. *See* Excess Property/Surplus Property Files

Personal Safety Plan, 35

Personnel Files (Host Country Nationals and Foreign Service Nationals), 12

Personnel files (U.S. direct hires), 12

Policies. *See* Post Policies and Guidelines, *See* Post Policies and Guidelines

Post Brochures or Other Literature. *See* Post Histories

Post Histories, 20

Post policies and guidelines, 20

Post Updates, 21

Power of Attorney. *See* Volunteer Banking Agreements

Proceeds of Sale. *See* Surplus Property

Programming and Training Reports, 31

Project Files, 31

Project Plan, 31

Project Status Reports. *See* Programming and Training Reports

Property Files. *See* Excess Property/Surplus Property Files

PSC (Personal Service Contract) Files, 13

PSRs. *See* Programming and Training Reports

Purchase Card Logs, 13

Purchase Card Receipts, 13

Purchase Orders. *See* Obligation Document

Q

Quarterly Reports. *See* Volunteer Reports

R

Readjustment Allowance Files. *See* Volunteer (PCV) Files

Readjustment Log. *See* Volunteer Readjustment Log

Requests for Information, 21

S

Safety and Security Handbook, 35

Safety of the Volunteer, 36

Settling-in Allowance Surveys. *See*
 Volunteer Settling-in Allowance
 Surveys

Site Applications. *See* Site History Files

Site Assessments. *See* Site History Files

Site Development. *See* Site History Files

Site Evaluations. *See* Site History Files,
See Site History Files

Site History Files, 32

Site History Form. *See* Site History Files

Site Identifications. *See* Site History Files

Site Lists. *See* Volunteer Site Lists

Site Locator Forms, 36

Site Surveys. *See* Site History Files

Site Visit Reports. *See* Site History Files

Site Visit Reports / Summary Trip
 Reports, 21

Small Project Assistance Files. *See*
 Externally Funded Grants and
 Training Activity Files

SPA Files. *See* Externally Funded Grants
 and Training Activity Files *or* Project
 Grant Files (in CD/Executive Secretary
 Records)

Speeches, 21

Speeches (by CD on Historical occasions).
See Post Histories

Staff Travel Files. *See* Travel
 Authorizations

Strategic Plan, 21

Subvoucher transmittal report. *See*
 Cashier's Files/Imprest Reconciliations

Swearing-In Programs, 21

System Backups. *See* Daily and Monthly
 Backups

T

Time and Attendance Files, 13

Title (Abstract or certificate of title), 13

Training Evaluations, 32

Training Event Files, 33

Training Event Reports, 32

Training Materials. *See* Field- Produced-
 Materials

Training Status Reports. *See*
 Programming and Training Reports

Transmittal slip by Bureau Voucher (BV)
 number. *See* Cashier Reimbursement
 Voucher and/or Accountability Report

Travel and Transportation
 Correspondence. *See*
 Correspondence/Communications

Travel Authorizations, 14

Travel Card Log, 14

TSRs. *See* Programming and Training
 Reports

U

Updates. *See* Post Updates

V

VAST Files. *See* Externally Funded
 Grants and Training Activity Files

Vehicle Accident Files, 14

Vehicle Files / Asset Files, 14

Vehicle Fleet Plan / Vehicle Status
 Report, 14

Vehicle Maintenance Files, 15

Vehicle Operating Files, 14

Vehicle Status Reports. *See* Vehicle Fleet
 Plan/Vehicle Status Report

VIP Visits, 21

Volunteer (PCV) Files (Overseas Post
 Files), 22

Volunteer Activities Support and
 Training Files. *See* Externally Funded
 Grants and Training Activity Files

Volunteer Allowances, 15

Volunteer Assignment Description (VAD), 33
Volunteer Banking Agreements, 15
Volunteer Coordinators' Files, 36
Volunteer Coordinators' Manual, 36
Volunteer Handbooks, 33
Volunteer Health Training Files, 28
Volunteer Living Allowance Receipts, 15
Volunteer Living Allowance Surveys, 15
Volunteer Produced Materials. *See* Field-Produced Materials
Volunteer Project Files, 22
Volunteer Readjustment Log / In-country withdrawal, 15
Volunteer Requests. *See* Site History Files

Volunteer Settling-in Allowance Surveys, 16
Volunteer Site Files, 28
Volunteer Site Lists, 33
Volunteer Training Rosters. *See* Post Histories

W

Wardens. *See* Volunteer Coordinator Files *or* Manual
Welcome Books, 22
Wireless Authorization (Volunteers), 25