# Table of Contents

Annual Requirements................................................................................................................. 3  
Introduction ................................................................................................................................. 4  
   IMPORTANT INFORMATION: Scanning Records ................................................................. 5  
Key Definitions ............................................................................................................................. 6  
3rd Goal (3GL), Return Volunteer Services (RVS), and World Wise Schools (WWS) .... 8  
Chief Financial Office (OCFO) ................................................................................................. 12  
Chief Information Office (OCIO) ............................................................................................... 27  
Civil Rights and Diversity (OCRD) ......................................................................................... 48  
Director’s Office ......................................................................................................................... 55  
   Intercultural Competence, Diversity, Equity, Inclusion, and Accessibility (ICDEIA) .... 60  
   Let Girls Learn (LGL) .......................................................................................................... 61  
   Sexual Assault Risk Reduction and Response (SARRR) ....................................................... 62  
   Strategic Partnerships and Intergovernmental Affairs (SPIGA) ......................................... 63  
External Affairs (OEA) ............................................................................................................. 64  
   Communications (C) .......................................................................................................... 65  
   Congressional Relations (CR) .............................................................................................. 70  
   Gifts and Grants Management (GGM) ............................................................................... 72  
   Press Relations (PR) ........................................................................................................... 79  
General Counsel (OGC) .......................................................................................................... 82  
Global Health and HIV (OGHH) ............................................................................................. 90  
Global Operations (OGO) ........................................................................................................ 94  
   Staging and Pre-Departure (SPD) ....................................................................................... 96  
Health Services (OHS) ............................................................................................................ 97  
Human Resources Management (HRM) ............................................................................... 102  
Innovation ................................................................................................................................. 122  
Inspector General (OIG) ......................................................................................................... 123  
Management (M) ....................................................................................................................... 128  
   Management/Administrative Services (M/AS) ................................................................. 129  
   Facilities Management Division (FMD) ............................................................................ 131  
   Freedom of Information (FOIA) / Privacy Act (PA) Office ........................................... 136  
   Office of Safety and Health (OSH) .................................................................................... 141  
   Post Logistics and Support Division (PLS) ..................................................................... 147  
   Records Management (RM) ............................................................................................... 150  
   Staff Learning and Development (OSLD) ...................................................................... 152  
   Transportation (T) .............................................................................................................. 154  
Overseas Programming & Training Support (OPATS) ......................................................... 159  
   Monitoring Reporting and Evaluation (MRE) Unit ....................................................... 163  
   Programming Unit ............................................................................................................. 166  
   Training Unit ...................................................................................................................... 168  
Peace Corps Response (PCR) .................................................................................................. 169  
Regions (AF, EMA, IAP) ........................................................................................................ 175  
Safety and Security (OSS) ....................................................................................................... 180  
Strategic Information, Research, and Planning (OSIRP) ....................................................... 192  
Victim Advocacy (OVA) .......................................................................................................... 194  
Volunteer Recruitment and Selection (VRS) ........................................................................ 196  
   Office of Analysis and Evaluation (OAE) ...................................................................... 201  
   Placement .......................................................................................................................... 202
Annual Requirements

Every year all headquarters’ offices are required to complete the Annual File Plan review and carry out the mandatory disposition instructions shown in your office’s File Plan. The Records Management Office (RMO) sends out a new File Plan, as an Excel spreadsheet, every year to each office that reflects any changes in the approved dispositions for all known records. Carefully read and follow the instructions on the “Instructions” tab of the File Plan. Offices are required to review the File Plan and then:

- “Clean up” their paper and electronic records by temporary records that have met/exceeded their retention, destroying duplicate copies of records, and transferring eligible permanent records to the National Archives;
- Update the File Plan with information about:
  - the location of electronic and paper records (column E)
  - whether records are “essential” (column F)
  - whether records contain sensitive or “privacy data”, such as personally identifiable information (PII) and are properly secured (column G)
  - communicate any issues or concerns to the RMO (column H)
- Add rows containing the title and description of records in your office that may not be listed in your office’s File Plan. The RMO will follow up with you to identify or create a disposition authority.
- Ensure that records are properly stored in your office’s numeric electronic folders on the agency shared drive, SharePoint, or other approved electronic system. Paper records must be safely stored in office equipment, such as cabinets and desk drawers.
- Return the completed File Plan spreadsheet to the RMO by the specified date.

The office-specific information in this Guide is the same as the in your office’s File Plan, but presented in a textual format for ease of reading.
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 - HQ 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 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.

Personal records (copies of performance plans, etc.) must be kept separate from Agency records, and should be kept to a minimum and stored only on the “C” drive or “My Documents” on individual staff computers.

If records have not yet reached their disposition date, but are not needed in your office for business reasons, they can be stored in off-site storage. For more information, please refer to the Guide to Storing Records.

NOTE: There are unscheduled records in this Guide. 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 or questions, please contact the records officer.

Using the “@AgencyAll” shared drive

The @Agency_All drive on the shared drive cannot be used to store agency records, and should only be used for collaboration, dissemination, and transfer of records between agency offices. If an office wants to use the @Agency_All drive to transfer records to another office, first create and secure a folder to transfer records by submitting a HelpDesk ticket requesting the folder be password-protected and provide a list of names that should have permission to that folder. Once the transfer of records to another office is complete, delete the entire folder from the @Agency_All drive.
**IMPORTANT INFORMATION:** Scanning Records

If your office scans/digitizes *temporary* records, you must:

1. Capture all information contained in the source records;
2. Include all the pages (include both sides if double-sided) or parts in the source records;
3. Ensure they can use the digital versions for the purposes the source records served;
4. Ensure they can locate, retrieve, access, and use the digital versions for the records' entire retention period.
5. Agencies must provide quality control (validation) to insure that all records are legible.
   Keep a document (save as a PDF) with scanned records saying when records scanned (date) and any important information about scanning.
6. When steps 1-5 have been completed, the agency can destroy the original source records pursuant to a NARA-approved GRS and/or agency-specific records schedule.

If your office scans/digitizes *permanent* records, you must:

The National Archives will issue guidance in 2022 on how to scan Permanent records.

At this time, Permanent records can be scanned/digitized, and then stored in the correct electronic folder - but the original(s) records CANNOT be destroyed / disposed of.

The Records Management Office will send out guidance as soon as it is published.

Contact records@peacecorps.gov if you have questions.
## Key Definitions

<table>
<thead>
<tr>
<th>KEY TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies</td>
<td>Copies are non-records and can be immediately destroyed.</td>
</tr>
<tr>
<td>Controlled Unclassified Information (CUI)</td>
<td>Information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and government-wide policies but is not classified under Executive Order 13526 or the Atomic Energy Act.</td>
</tr>
<tr>
<td>Cut off / Cutoff (also known as File Break)</td>
<td>Breaking or ending files at regular intervals, usually at the end of a fiscal year (FY) or calendar year (CY), to permit their disposal or transfer in a complete block and to permit the establishment of new files.</td>
</tr>
<tr>
<td>Disposition Authority</td>
<td>The legal approval empowering an agency to transfer PERMANENT records to the National Archives or carry out the disposal of temporary records.</td>
</tr>
<tr>
<td>Essential Records</td>
<td>Records an agency must have to meet operational responsibilities under national security emergencies or other emergency conditions such as hurricane, etc. (formerly called &quot;vital records&quot;)</td>
</tr>
<tr>
<td>Electronic records pre-accessioned to the National Archives</td>
<td>Office responsible for pre-accessioned electronic records is required to maintain and migrate electronic records for the entire retention period until legal custody is transferred to the National Archives.</td>
</tr>
<tr>
<td>Email</td>
<td>HQ &amp; Post OCIO manage agency email. To save space in your Outlook emailbox, move non-current items to the “Archive.” You can always recall emails from the Archive whenever needed. Create folders to manage email.</td>
</tr>
<tr>
<td>Long-term retention</td>
<td>Long-term retention Records with long-term retention (10 years or more) require special attention to ensure compliance. Paper records may be sent to off-site storage (contact RMO first). Electronic records must be migrated if electronic information system (EIS) changes. Creating office is responsible for all records for full retention until final disposition.</td>
</tr>
<tr>
<td>National Archives (NARA)</td>
<td>The National Archives provides the legal authority for the disposition of records. The Peace Corps, like all Federal agencies, is required to obtain permission from the National Archives to dispose of records.</td>
</tr>
<tr>
<td>Non-record</td>
<td>Does not meet the legal definition of a record. Includes reference materials, personal papers, and extra copies of records kept only for convenience or reference.</td>
</tr>
<tr>
<td>PERMANENT Records</td>
<td>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.</td>
</tr>
<tr>
<td>Personally Identifiable Information / Sensitive (PII)</td>
<td>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. Personal Health Information (PHI) is a subset of PII. All PII should be protected against unauthorized access.</td>
</tr>
<tr>
<td>KEY TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Record</td>
<td>Recorded information created or received while conducting agency business, in any format (paper, electronic, email, SMS text, etc).</td>
</tr>
<tr>
<td>Record Series</td>
<td>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.</td>
</tr>
<tr>
<td>Temporary Records</td>
<td>Record approved by the National Archives for disposal after a specified retention period.</td>
</tr>
<tr>
<td>Unscheduled Records</td>
<td>A record that does not have a legal disposition authority. Unscheduled records must be treated as PERMANENT records. Contact RMO to have records scheduled.</td>
</tr>
</tbody>
</table>
3rd Goal (3GL), Return Volunteer Services (RVS), and World Wise Schools (WWS)

**UPDATED ITEM** - **Associate Director / Deputy Director (or Equivalent) Program Records**
- **Substantial**  (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies. Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

**DISPOSITION:** DO NOT DESTROY

**UPDATED ITEM** - **Associate Director / Deputy Director (or Equivalent) Program Records**
- **Administrative**  (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION:** DO NOT DESTROY

**Authorization to Use Personal Material / Release Forms** (Disposition Authority: N1-490-12-3, item 2)

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

**INSTRUCTIONS:** 3rd Goal submits to HQ/Communications. HQ/Communications is responsible for maintaining until records have met their disposition requirements. (See below.)
DISPOSITION: Temporary. Cut off at end of calendar year. Destroy 75 years after cutoff.

**General Information Request Files** (Disposition Authority: DAA-GRS-2013-0007-0001) [GRS 4.2, item 010]

Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.

DISPOSITION: Temporary. Destroy when 90 days old.

**Posters** (Disposition Authority: DAA-0490-2016-0007-0008)

Posters produced by Peace Corps for offices within the agency promoting activities or services of the organization.

DISPOSITION: Permanent. Transfer two copies of each printed poster in hardcopy form, or, if hard copy does not exist, in digital form, to the National Archives immediately after publication.

**NEW ITEM - Recruitment Records** (Disposition Authority: DAA-GRS-2018-0008-0003) [GRS 2.1, item 180]

Records documenting agency in-person and on-line recruitment efforts at career fairs, job fairs, visits to colleges, and similar venues.

Includes:
* records documenting planning and logistics of individual recruitment events
* record copy of advertisement and materials for distribution (see Exclusion 2)
* contact information and interest areas collected from potential job candidates
* recruitment event reports
* correspondence with prospective candidates

Exclusion 1: Military recruitment advertising records must be scheduled by military establishments.

Exclusion 2: Recruitment posters must be scheduled by agencies.

DISPOSITION: Temporary. Destroy when 1 year old.

**Returned Peace Corps Volunteers Career Link Database Master File** (Disposition Authority: DAA-0490-2016-0007-0002)

Records consist of job openings, the names of Federal and private employers, locations, organizational background information, job duties, qualifications, contact information, posting dates, and application deadlines. Also stores email correspondence to and from employers.
**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Returned Peace Corps Volunteer (RPCV) Certification of Service Records** (Disposition Authority: DAA-0490-2016-0007-0003)

Letters certifying the dates that a Returned Peace Corps Volunteer served in the Peace Corps, as well as correspondence, tracking logs, and reporting documents about certifications.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Social Media Records** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Volunteer Description of Service (DOS)** (Disposition Authority: DAA-0490-2018-0004-0001)

The Volunteer Description of Service (DOS) is an official Peace Corps statement of a Volunteer's service. It describes the Volunteer's training and overseas activities in non-evaluative terms. It also includes the certification of Non-Competitive Eligibility (NCE) and eligibility for the Paul D. Coverdell Fellows graduate school fellowship program, for those Volunteers who qualify for the benefit. The DOS is an official Peace Corps statement of a Volunteer's service, and although it may be drafted by the Volunteer, the Country Director may require changes before approving it. The Country Director must sign and date all copies of the DOS.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 7 years after cutoff.

**Websites (External and Internal)** (Unscheduled)

**World Wise Schools Global Connection Database Master File** (Disposition Authority: DAA-0490-2016-0007-0004)

Records contain Peace Corps Volunteer’s name, country of service, program sector, and email address; the U.S. educator’s name, contact information, school name, grade level of their students, number of students; and application forms.

**DISPOSITION:** Temporary. Cut off when Volunteer completes service or separates. Destroy 6 years after cutoff.
World Wise Schools Publications (Disposition Authority: DAA-0490-2016-0007-0005)

Publications that convey the Peace Corps cross-cultural experience to schoolchildren in the United States, and teach an understanding and respect for other cultures worldwide through social studies, language arts, mathematics, science, foreign languages, environmental education, and international economics.

**DISPOSITION:** Permanent. Cut off upon publication. Transfer one copy of each publication to the National Archives in 3 year blocks for accessioning when the most recent records are 3 years old.

World Wise Schools Speaker Match Database Master File (Disposition Authority: DAA-0490-2016-0007-0006)

Records contain Returned Peace Corps Volunteer’s name, country of service, program sector, and email address; the U.S. educator’s name, contact information, school name, grade level of their students, number of students; and application forms.

**DISPOSITION:** Temporary. Cut off files when the Returned Peace Corp Volunteer or educator separates from program. Destroy 6 years after cutoff.
Chief Financial Office (OCFO)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records -
Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.
Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.

DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records -
Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY

Administrative Directives and Notices (Disposition Authority: DAA-GRS-2017-0008-0003) [GRS 5.7, item 030]

Policy documents on administrative functions such as payroll, procurement, facilities, equipment, and human capital. Includes records documenting development.

Exclusion: Documents related to mission activities (agencies schedule these separately).

DISPOSITION: Temporary. Destroy when superseded or obsolete, whichever is later.
Administrative Claims by or Against the United States (Disposition Authority: DAA-GRS-2017-0005-0001) [GRS 1.1, item 080]

Records of monetary or property claims by the United States subject to the Federal Claims Collection Standards, completed or closed by:
- payment in full
- compromise agreement
- termination of collection action
- determination that money or property is not owed to the United States
- approval or denial of claim waiver for erroneous payment of pay, travel, or relocation expenses to a civilian Federal employee or a member or former member of the uniformed services or the National Guard
- lifting of court order

Also, records of monetary claims against the United States, completed or closed by:
- disallowance in full
- allowance in full or in part with final payment awarded
- settlement, compromise, or withdrawal
- lifting of court order

DISPOSITION: Temporary. Destroy 7 years after final action.

Bids and Proposals (Financial Transaction Records...) (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Bids and proposals and all other associated documents. Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity.

DISPOSITION: Temporary. Destroy 6 years after final payment or cancellation.

Bids and Proposals Neither Solicited Nor Accepted (Disposition Authority: DAA-GRS-2016-0001-0001) [GRS 1.1, item 012]

Bids and proposals that are both unsolicited and the subject of no further agency action.

DISPOSITION: Temporary. Destroy when no longer required for business use.

Budget Administration Records (Disposition Authority: DAA-GRS-2015-0006-0007) [GRS 1.3, item 050]

Records documenting administration of budget office responsibilities. Includes:
- correspondence relating to routine administration, internal procedures, and other day-to-day matters
- records monitoring expenditures under approved budget allocations
- records of financial controls maintenance
• spreadsheets and databases tracking income, expenditures, and trends
• work planning documentation
• cost structure and accounting code lists
• feeder and statistical reports
• related correspondence

**DISPOSITION**: Temporary. Destroy when 3 years old.

**Budget Execution Records** (Disposition Authority: DAA-GRS-2015-0006-0002) [GRS 1.3, item 020]

Records offices create and receive in the course of implementing and tracking an appropriation. Includes:
• allotment advice, revisions, and ceiling limitations
• apportionments and reapportionments
• obligations under each authorized appropriation
• rescissions and deferrals
• operating budgets
• outlay plans
• fund utilization records
• fund reviews
• workforce authorization and distribution
• continuing resolution guidance
• calculations
• impact statements
• carryover requests
• related records

**DISPOSITION**: Temporary. Destroy 6 years after close of fiscal year.

**Budget Formulation, Estimates, Justification, and Submission Records, Fiscal Year 2017 and Forward** (Disposition Authority: DAA-GRS-2015-0006-0001) [GRS 1.3, item 010]

Includes records such as:
• guidance and briefing materials
• agency or department copy of final submission to OMB and Congress
• narrative statements justifying or defending estimates (sometimes called “Green Books”)
• briefing books and exhibits
• language sheets and schedules
• OMB and Congress pass-back responses and questions; agency appeals, responses, and answers
• testimony at, and other agency records of, Congressional hearings
• final settlement or approved appropriation
Exclusion: This item applies only to agencies that submit their budget requests via OMB. Agencies that do not submit budget requests via OMB are excluded from using this item. Such agencies must submit schedules to the National Archives to cover their budget submission records.

DISPOSITION: Temporary. Destroy 6 years after close of fiscal year.

**Budget Preparation Background Records**

Records held in office responsible for preparing agency’s budget proposal to the White House (Disposition Authority: DAA-GRS-2015-0006-0005) [GRS 1.3, item 040]

Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in preparing annual, agency-wide budget requests.

DISPOSITION: Temporary. Destroy 2 years after close of the fiscal year to which the records relate.

**Budget Reports**

Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency’s proposed rate of expenditure, appropriations, obligations, apportionments and outlays.

a. Full fiscal-year reports (Disposition Authority: DAA-GRS-2015-0006-0003) [GRS 1.3, item 030]

DISPOSITION: Temporary. Destroy when 5 years old.

b. All other reports (Disposition Authority: DAA-GRS-2015-0006-0004) [GRS 1.3, item 031]

DISPOSITION: Temporary. Destroy when 3 years old.

**Cashier Designation Form** (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

The form used to indicate an employee who is 1) designated as a cashier by a delegated agency approving official, and is 2) authorized to perform limited cash disbursing functions or other cash operations.

DISPOSITION: Temporary. Cut off when form is superseded or a new cashier is designated. Destroy 3 years after cutoff.
NEW ITEM - Configuration and Change Management Records (Disposition Authority: DAA-GRS-2013-0005-0005) [GRS 3.1, item 030]

Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes records such as:
• data and detailed reports on implementation of systems, applications and modifications
• application sizing, resource and demand management records
• documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes
• documentation of software distribution (including COTS software license management files) and release or version management

Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records.

Note 2: Per NARA practice, documentation for permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.

Note 3: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.

DISPOSITION: Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.

Contracts (Financial Transaction Records…) (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting.

DISPOSITION: Temporary. Destroy 6 years after final payment or cancellation.

NEW ITEM - Contract Appeals Case Files (Disposition Authority: DAA-GRS-2016-0001-0003) [GRS 1.1, item 060]

Records of contract appeals arising under the Contracts Dispute Act. Includes:
• notice of appeal
• acknowledgment of notice
• correspondence
• copies of contracts, plans, specifications, exhibits, change orders, and amendments
• hearing transcripts
• documents received from concerned parties
• final decisions
• other related papers

**DISPOSITION:** Temporary. Destroy 1 year after final resolution.

**NEW ITEM - Data Administration Records**

Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.

1. **All documentation for temporary electronic records and documentation not necessary for preservation of permanent records** (Disposition Authority: DAA-GRS-2013-0005-0003) [GRS 3.1, item 051]

Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including
• data/database dictionary records
• data systems specifications
• file specifications
• code books and also the following records for all electronic records whether scheduled as temporary or permanent
• software operating manuals
• data standards
• record layouts
• metadata
• user guides
• output specification
• table and dependency descriptions
• taxonomies
• schemas
• registries
• source code
• physical data model
• logical data model
DISPOSITION: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system.

**Delegation of Authority (Financial Transaction Records...)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Chronological series includes materials pertaining to the issuance of delegation of authority to key Peace Corps officials and line of succession to principal positions within the agency. Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting.

DISPOSITION: Temporary. Cut off when delegation is canceled or superseded; same for lines of succession. Destroy 6 years after cutoff.

**Financial Management and Reporting Administrative Records** (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

Records related to managing financial activities and reporting. Records include:
- correspondence
- subject files
- feeder reports
- workload management and assignment records

DISPOSITION: Temporary. Destroy when 3 years old.

**Financial Transaction Records**

Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting.

Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.

Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.

**Procuring goods and services** is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government. **Paying bills** means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:
- contracts / procurement files (NOT PSC contract records – those are 30 yr records)
• obligation documents
• requisitions
• purchase orders
• interagency agreements
• printing requisitions to the Government Printing Office
• memoranda of agreement specifying a financial obligation
• solicitations/requests for bids, quotations or proposals for contracts and competitive grants
• proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants
• contingent fee justifications
• legal and financial instruments such as bond and surety records
• data submitted to the Federal Procurement Data System (FPDS)
• FAIR Act (A-76) records linked directly to specific procurement actions
• credit card/purchase card/charge card statements and supporting documentation
• vendor tax exemption records
• invoices
• leases
• recurring financial transactions such as utility and communications invoices
• documentation of contractual administrative requirements submitted by contractors such as status reports
• correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list
• records of financing employee relocations

Collecting debts includes the collection of income from all sources (excluding taxation). Collections records document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as:
• records documenting administration, receipt, and deposit of user fees for entry into and/or use of public facilities; for recovering costs of providing government services; and receipt of donations, bequests, and other collections from the public, including:
  o cash register transaction records
  o credit card and charge cards receipts
  o records documenting deposits
  o records documenting allocation of fees to funds/accounts
  o deposit lists and logs
  o customer orders
  o revolving fund records
• fee and fine collection records
• garnishments
• Sale of excess and surplus personal property
• fee or rate schedules and supporting documentation
• out leases of Federal property
• debt collection files and cash receipts
- writeoffs
- copies of checks
- payment billing coupons
- letters from lenders
- payment records
- money orders
- journal vouchers
- collection schedules

**Accounting** is the recording, classifying and summarizing of financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate management information to assist in establishing an agency’s resource allocation priorities. Accounting records include those such as:

- accountable officers’ records concerned with the accounting for, availability, and status of public funds and maintained for Government Accountability Office (GAO) or other authority site audit, but excluding payroll records, and accounts pertaining to American Indians. Includes:
  - statements of transactions
  - statements of accountability
  - collection schedules and vouchers
  - disbursement schedules and vouchers

- vouchers
- certificates of closed accounts
- certificates of periodic settlements
- general funds files
- general accounting ledgers
- appropriation, apportionment, and allotment files
- posting and control files
- bills of lading
- transportation and travel requests, authorizations, and vouchers
- commercial freight vouchers
- unused ticket redemption forms

**Note 1**: Procurement and other financial files that stand out because of high dollar value, media attention, historical value, research value, or other extenuating circumstances may have permanent value. Agencies that believe they hold such files should submit a records schedule to the National Archives.

**Note 2**: The Comptroller General has the right to require an agency to retain any portion of these records for a period of up to 10 years.

1. **Official record held in the office of record** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]
DISPOSITION: Temporary. Destroy 6 years after final payment or cancellation.

2. All other copies (Disposition Authority: DAA-GRS-2013-0003-0002) [GRS 1.1, item 011]

DISPOSITION: Temporary. Destroy when business use ceases.

**Grant and Cooperative Agreement Case Files**

Official record of applicant case files held in the office of record. Case files containing records relating to individual grant or cooperative agreements. Records include, but are not limited to:
- applications, forms, and budget documents
- evaluation reports, panelist comments, review ratings or scores
- Notice of Grant Award or equivalent and grant terms and conditions
- state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding)
- amendment requests and actions, if any
- periodic and final performance reports (progress, narrative, financial)
- audit reports and/or other monitoring or oversight documentation
- summary reports and the like

Legal citation: 31 U.S.C. 3731(b), False Claims Act

a. Successful applications (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]
   
   **Note:** If an agency believes certain case files warrant permanent retention, it must submit a records schedule to NARA to cover these records.

   **Exclusion:** Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.

   **DISPOSITION:** Temporary. Destroy 10 years after final action is taken on file.

b. Unsuccessful applications (Disposition Authority: DAA-GRS-2013-0008-0006) [GRS 1.2, item 021]

   **DISPOSITION:** Temporary. Destroy 3 years after final action is taken on file.

**International Cooperative Administrative Support Service (ICASS) Files** (Disposition Authority: N1-362-90-1, item 1)

These records contain reports and correspondence from overseas posts which provide detail on administrative services provided by the Department of State for the post
(services such as processing of visas, providing of medical facilities, etc.) These reports show the percentage of Peace Corps use of such services in relation to other Agencies being provided the services, and are used to determine costs for those services in the succeeding fiscal year. (Paper records only.)

DISPOSITION: Temporary. Destroy 2 years after the end of the fiscal year.

**Internal Administrative Accountability and Operational Management Control Records**
(Disposition Authority: DAA-GRS-2017-0008-0001) [GRS 5.7, item 010]

Internal evaluations of accounting and administrative controls, mandated or governed by OMB Circulars A-123, A-130, and A-76; Government Accountability Office’s (GAO) Standards for Internal Control in the Federal Government (the “Green Book”); and similar requirements or directives.

Includes:
- copies of internal and external directives outlining management control policy
- management control plans and records of the planning process
- records of management reviews
- comprehensive plans documenting agency efforts to comply with OMB Circular A-123 and similar requirements
- risk analyses and risk profiles
- internal controls over reports
- feeder reports and compliance statements from agency components contributing to consolidated reports the agency submits to the President/OMB or Congress (see Exclusion 2)
- records tracking assignments, tasks, and responsibilities
- administrative correspondence

Exclusion 1: Reports related to agency mission activities (agencies schedule these separately).

Exclusion 2: Consolidated final agency reports submitted to the President/OMB or Congress (agencies schedule these separately).

Exclusion 3: Reports that mandating agencies receive (these agencies must schedule them separately).

DISPOSITION: Temporary. Destroy 1 year after submission or when superseded.

**Internal Control Review, Response, and Mitigation Management Records** (Disposition Authority: DAA-GRS-2017-0008-0002) [GRS 5.7, item 020]

Copies of reports and audits identifying internal administrative program weaknesses, mitigation action plans, corrective actions, tracking records, correspondence, and other records held by the office responsible for coordinating internal control functions.
Exclusion: Records held by offices contributing to internal control review, response, and mitigation—but not responsible for overseeing it (GRS 5.1, item 010 covers these).

**DISPOSITION:** Temporary. Destroy 5 years after no further corrective action is needed.

**Mandatory Reports to External Federal Entities Regarding Administrative Matters**
(Disposition Authority: DAA-GRS-2017-0008-0005) [GRS 5.7, item 050]

Agency-level reports that external Federal oversight entities such as the White House, Congress, OMB, the Office of Personnel Management (OPM), and General Services Administration (GSA) require under authorities such as (but not limited to) OMB Circular A-123, the Federal Managers Financial Integrity Act (FMFIA), the Chief Financial Officers Act (CFOA), the Paperwork Reduction Act (PRA), Joint Committee on Printing requirements and the FAIR Act. Examples include:

- Agency Financial Report (AFR), Performance and Accountability Report (PAR), or equivalent
- Annual Performance Plan, Annual Performance Report, or equivalent
- Statement of Assurance (per FMFIA), or equivalent
- Information collection clearances
- Report on financial management systems’ compliance with requirements (per FMFIA), or equivalent
- Report on internal controls for corporations covered by the Government Corporation Control Act (per CFOA)
- EEOC reports
- Analysis and Action Plans and other reports required by EEOC’s MD 715
- No FEAR Act reports
- Service organization auditor report, or equivalent
- Annual strategic review
- Identified material weaknesses and corrective actions report
- Improper payments report
- Premium class travel report
- Report on property provided to nonfederal recipients, schools, and nonprofit educational institutions
- Feeder reports to the Status of Telework in the Federal Government Report to Congress
- Feeder reports to GSA fleet reports
- E-Government status and compliance report (per PRA) Includes ancillary records such as:
  - Background and research records
  - Submission packets and compilations
  - Related files

**Exclusion 1:** Oversight entities mandating the reports must separately schedule reports they receive.

**Exclusion 2:** Mandatory external reports on finance matters (DAA-GRS-2013-0003-0001 [GRS 1.1, item 020] and DAA-GRS-2013-0003-0012 [GRS 1.1, item 040] cover these;
mandatory external reports on employee ethics (various items in GRS 2.8 cover these); mandatory external reports on information access and protection DAA-GRS-2013-0007-0022 [GRS 4.2, item 080] covers these).

**DISPOSITION:** Temporary. Destroy 6 years after report submission or oversight entity notice of approval.

**ODYSSEY (aka The Financial Management System) (Unscheduled)**

**DISPOSITION:** DO NOT DESTROY

**Personal Services Contract (PSC) Files** (Disposition Authority: DAA-0490-2015-0004-0001)

PSC Files originating in OACM. 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 Acquisitions and Contracts office (CFO/ACM).

**DISPOSITION:** Temporary. Cut off at the end of the year after final payment. Place in a storage area for inactive files 1 year after cutoff. Destroy 30 years after cutoff.

**Policies and Procedures (Unscheduled)**

**DISPOSITION:** DO NOT DESTROY

**Prism Database (Unscheduled)**

**DISPOSITION:** DO NOT DESTROY

**Property, plant and equipment (PP&E) and other asset accounting** (Disposition Authority: DAA-GRS-2013-0003-0004) [GRS 1.1, item 030]

Records necessary for documenting the existence, acquisition, ownership, cost, valuation, depreciation, and classification of fixed assets such as real property, capitalized personal property, internal use software, equipment, and other assets and liabilities reported on an agency’s annual financial statements (agency net worth or financial position), and non-capitalized but monitored PP&E, such as:

- purchase orders and contracts
- invoices
- appraisals
- costing and pricing data
- transactional schedules
- titles
• transfer, acceptance and inspection records
• asset retirement, excess and disposal records
• plant account cards and ledgers pertaining to structures
• correspondence and work papers

Exclusion: Records concerning a historically significant structure or other stewardship assets (for instance, the structure appears on the National Register of Historic Places), are not authorized for disposal. Agencies must submit a records schedule to the National Archives to cover these records or apply an existing schedule.

DISPOSITION: Temporary. Destroy 2 years after asset is disposed of and/or removed from agency’s financial statement.

Purchase Card and Travel Credit Card Application and Approval Records (Government) (DAA-GRS-2018-0003-0001 [GRS 1.1, item 090]

Applications by employees for Government credit cards issued in card-holder’s name, whether for official travel expenses or for purchasing goods and services. May include:
• application for credit card
• credit release form
• applicant credit report
• cardholder agreement
• acknowledgement of responsibilities and penalties for misuse
• approving official agreement
• certificate of appointment (warrant)
• card training certificate

DISPOSITION: Temporary. Destroy upon card holder separation or when card is returned to office and destroyed.

Records supporting compilation of agency financial statements and related audit, and all records of all other reports (Disposition Authority: DAA-GRS-2013-0003-0011) [GRS 1.1, item 020]

Includes records such as:
• schedules and reconciliations prepared to support financial statements
• documentation of decisions re accounting treatments and issue resolutions
• audit reports, management letters, notifications of findings, and recommendations
• documentation of legal and management representations and negotiations
• correspondence and work papers
• interim, quarterly and other reports

DISPOSITION: Temporary. Destroy 2 years after completion of audit or closure of financial statement/accounting treatment/issue.
**Roster Reports (Microfiche) 1969-1981** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Short Term Assistance Unit (STAU) Database** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Tax (and Wage) Statements** (Disposition Authority: DAA-GRS-2016-0015-0005) [GRS 2.4, item 050]

Agency copies of IRS form W-2 (Wage and Tax Statement), IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.

**DISPOSITION:** Temporary. Destroy when 4 years old.

**Tax Withholding and Adjustment Documents** (Disposition Authority: DAA-GRS-2016-0015-0002) [GRS 2.4, item 020]

Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.

**DISPOSITION:** Temporary. Destroy 4 years after superseded or obsolete.

**Vendor and Bidder Information**

Documentation of approved, suspended, and debarred vendors and bidders.

1. **Records of suspensions and debarments for violation of the Drug-Free Workplace Act** (Disposition Authority: DAA-GRS-2016-0001-0004) [GRS 1.1, item 070]

**DISPOSITION:** Temporary. Destroy 5 years after removal from approved status.

2. **Records of all other suspensions and debarments and all approved vendors and bidders** (Disposition Authority: DAA-GRS-2016-0001-0005) [GRS 1.1, item 071]

**DISPOSITION:** Temporary. Destroy 3 years after removal from approved status.
Chief Information Office (OCIO)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies. Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY

Backups of Master Files and Databases

Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.

1. File identical to permanent records scheduled for transfer to the National Archives (Disposition Authority: DAA-GRS-2013-0006-0007) [GRS 3.2, item 050]
DISPOSITION: Temporary. Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been signed by the National Archives.

2. File identical to temporary records authorized for destruction by a National Archives-approved records schedule (Disposition Authority: DAA-GRS-2013-0006-0008) [GRS 3.2, item 051]

DISPOSITION: Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file.

Collaboration Systems (Guru) (Unscheduled)

DISPOSITION: DO NOT DESTROY

Computer Security Incident Handling, Reporting, and Follow-up Records (Disposition Authority: DAA-GRS-2013-0006-0002) [GRS 3.2, item 020]

A computer incident within the Federal Government as defined by NIST Special Publication 800-61, Computer Security Incident Handling Guide, Revision 2, (August 2012) is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. This item covers records relating to attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper staff usage, failure of security provisions or procedures, and potentially compromised information assets. It also includes agency reporting of such incidents both internally and externally. Includes records such as:

- reporting forms
- reporting tools
- narrative reports
- background documentation

Note: Any significant incidents (e.g., a major system failure or compromise of critical government data) must be documented in program records, such as those in the office of the Inspector General, which must be scheduled separately by submitting an SF 115 to the National Archives.

DISPOSITION: Temporary. Destroy 3 year(s) after all necessary follow-up actions have been completed.

Configuration and Change Management Records (Disposition Authority: DAA-GRS-2013-0005-0005) [GRS 3.1, item 030]

Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes records such as:
• data and detailed reports on implementation of systems, applications and modifications
• application sizing, resource and demand management records
• documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes
• documentation of software distribution (including COTS software license management files) and release or version management

Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records.

Note 2: Per NARA practice, documentation for permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.

Note 3: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.

**DISPOSITION:** Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.

**Customer / Client Records** (Disposition Authority: DAA-GRS-2017-0002-0002) [GRS 6.5, item 020]

Distribution lists used by an agency to deliver specific goods or services. Records include:
• contact information for customers or clients
• subscription databases for distributing information such as publications and data sets produced by the agency
• files and databases related to constituent and community outreach or relations
• sign-up, request, and opt-out forms

**DISPOSITION:** Temporary. Delete when superseded, obsolete, or when customer requests the agency to remove the records.

**Data Administration Records**

Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.
2. Documentation necessary for preservation of permanent electronic records
   (Disposition Authority: DAA-GRS-2013-0005-0002) [GRS 3.1, item 050]

Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records, including:
   • data/database dictionary records
   • data systems specifications
   • file specifications
   • code books
   • record layouts
   • metadata
   • user guides
   • output specifications

Note 1: Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.

Note 2: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.

DISPOSITION: Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates.

3. All documentation for temporary electronic records and documentation not necessary for preservation of permanent records (Disposition Authority: DAA-GRS-2013-0005-0003) [GRS 3.1, item 051]

Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including
   • data/database dictionary records
   • data systems specifications
   • file specifications
   • code books and also the following records for all electronic records whether scheduled as temporary or permanent
     • software operating manuals
     • data standards
     • record layouts
     • metadata
     • user guides
     • output specification
     • table and dependency descriptions
• taxonomies
• schemas
• registries
• source code
• physical data model
• logical data model

**DISPOSITION:** Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system.

**Email and Associated Calendars - Permanent** (Disposition Authority: GRS 6.1-0490-2018-0001, item 010)

Capstone Officials are senior agency officials whose day-to-day work reflects the policies and decisions that direct the activities of the Peace Corps. If a Capstone official has more than one agency-administered email account, this item applies to all accounts. If a Capstone official has an email account managed by other staff (such as personal assistants, confidential assistants, military assistants, or administrative assistants), this item also applies to those accounts. This item applies to all email regardless of the address names used by the Capstone official for agency business, such as nicknames or office title names. Email from personal or non-official email accounts in which official agency business is conducted is also included. A complete copy of records created/sent from unofficial accounts must be forwarded to an official electronic messaging account of the officer or employee not later than 20 days after the original creation or transmission of the record.

Not media neutral; applies to records managed in an electronic format only.

**DISPOSITION:** Permanent. Cutoff when individual leaves the agency. Transfer to National Archives 15 years after cutoff.

**Email and Associated Calendars - Temporary** (Disposition Authority: GRS 6.1-0490-2018-0001, item 011)

Emails of all other officials, staff, and contractors not designated as Capstone permanent. (See above definition.)

Not media neutral; applies to records managed in an electronic format only.

**DISPOSITION:** Temporary. Cutoff when individual leaves the agency. Delete 7 years after cutoff.
Enterprise Architecture Records (Disposition Authority: DAA-GRS-2017-0009-0002) [GRS 6.3, item 020]

Records that describe the agency’s baseline or target enterprise or its information architecture, including technical reference models, diagrams, graphics, models, sequencing plans, and narratives.

Exclusion: Records of basic systems and services used to supply the agency and its staff with access to computers and data telecommunications (GRS 3.1 General Technology Management Records, item 010, Infrastructure project records, covers these).

DISPOSITION: Temporary. Destroy 7 years after creating a new iteration of the enterprise or information architecture.

Help Desk Operational Records (Technical and Administrative) (Disposition Authority: DAA-GRS-2017-0001-0001) [GRS 5.8, item 010]

- records of incoming requests (and responses) made by phone, email, web portal, etc.
- trouble tickets and tracking logs
- quick guides and “Frequently Asked Questions” (FAQs)
- evaluations and feedback about help desk services
- analysis and reports generated from customer management data
- customer/client feedback and satisfaction surveys, including survey instruments, data, background materials, and reports

DISPOSITION: Temporary. Destroy 1 year after resolved.

Information Access and Protection Operational Records

1. Records Tracking and Controlling Access to Protected Information (Disposition Authority: DAA-GRS-2019-0001-0002) [GRS 4.2, item 030]

Includes:
- records documenting receipt, internal routing, dispatch, or destruction of classified and controlled unclassified records
- tracking databases and other records used to manage overall access program
- requests and authorizations for individuals to have access to classified and controlled unclassified records and information

Note: Records documenting individuals’ security clearances are covered under GRS 5.6, items 180 and 181

DISPOSITION: Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified, decontrolled, or destroyed; or when an individual’s authorization expires; whichever is appropriate.
2. **Access Control Records** (Disposition Authority: DAA-GRS-2013-0007-0020) [GRS 4.2, item 031]

   Includes:
   - safe and padlock combinations
   - names or other personal identifiers of individuals who know combinations
   - comparable data used to control access into classified document containers

   **DISPOSITION:** Temporary. Destroy when superseded or obsolete.

**Information Technology Development Project Records**

1. **Infrastructure Project Records** (Disposition Authority: DAA-GRS-2013-0005-0006) [GRS 3.1, item 010]

   Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes requirements for and implementation of functions such as:
   - maintaining network servers, desktop computers, and other hardware,
   - installing and upgrading network operating systems and shared applications, and
   - providing data telecommunications; and infrastructure development and maintenance such as acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting.

   Includes records such as:
   - installation and testing records
   - installation reviews and briefings
   - quality assurance and security review
   - requirements specifications
   - technology refresh plans
   - operational support plans
   - test plans
   - models, diagrams, schematics, and technical documentation

   Exclusion: Records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of a records schedule to NARA.

   Note: Records concerning the development of each information technology (IT) system and software application are covered under the item for System Development Records.

   **DISPOSITION:** Temporary. Destroy 5 years after project is terminated.
2. System Development Records (Disposition Authority: DAA-GRS-2013-0005-0007) [GRS 3.1, item 011]

These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving. Includes records such as:

- project plans
- feasibility studies
- cost analyses
- requirements documents
- compliance documents including:
  - Privacy Threshold Analyses (PTAs)
  - Privacy Impact Assessments (PIAs)
  - Security Plan
  - Information Protection Plan
- change control records
- Project Schedule
- Plan of Action and Milestones (POA&M)
- Configuration Management Plan
- Resource Management Plan
- Risk Assessment/Mitigation Plan
- Security Plan
- Disaster Recovery Plan
- Test/Acceptance Plan
- Quality Control Plan
- Deployment Guide
- User Guide
- Training Guide

Exclusion: This item does not apply to system data or content.

Note 1: For certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as-built design or maintenance of an electronic system containing permanent records, use the GRS item Documentation Necessary for Preservation of Permanent Electronic Records.

Note 2: This is consistent with the fact that the most complete version of system documentation is retained within the maintenance phase.

**DISPOSITION:** Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.
3. Special Purpose Computer Programs and Applications (Disposition Authority: DAA-GRS-2013-0005-0008) [GRS 3.1, item 012]

Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule.

Exclusion 1: This item does not include software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.

Exclusion 2: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission related function.

Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period to comply with 36 CFR Sections 1236.10, 1236.12, 1236.14, and 1236.20.

**DISPOSITION:** Temporary. Delete when related master file or database has been deleted.

Information Technology Operations and Maintenance Records (Disposition Authority: DAA-GRS-2013-0005-0004) [GRS 3.1, item 020]

Information Technology Operations and Maintenance records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure.

Includes records such as:
- files identifying IT facilities and sites
- files concerning implementation of IT facility and site management
- equipment support services provided to specific sites:
  - reviews
  - site visit reports
  - trouble reports
  - equipment service histories
  - reports of follow-up actions
  - related correspondence
- inventories of IT assets, network circuits, and building or circuitry diagrams
- equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of [approved] personally-owned devices
• requests for service
• work orders
• service histories
• workload schedules
• run reports
• schedules of maintenance and support activities
• problem reports and related decision documents relating to the software infrastructure of the network or system
• reports on operations
  o measures of benchmarks
  o performance indicators
  o critical success factors
  o error and exception reporting
  o self-assessments
  o performance monitoring
  o management reports
• website administration
  o frames
  o templates
  o style sheets
  o site maps
  o codes that determine site architecture
  o change requests
  o site posting logs
  o clearance records
  o requests for correction of incorrect links or content posted
  o requests for removal of duplicate information
  o user logs
  o search engine logs
  o audit logs
• records to allocate charges and track payment for software and services

Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records.

Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General Financial Management Records.

DISPOSITION: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.
**Information Technology Oversight and Compliance Records** (Disposition Authority: DAA-GRS-2013-0005-0010) [GRS 3.1, item 040]

Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide responsibility for managing IT operations. Includes records such as:

- recurring and special reports
- responses to findings and recommendations
- reports of follow-up activities
- statistical performance data
- metrics
- inventory of web activity
- web use statistics
- comments/feedback from web site or application users
- internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and information technology accessibility under Section 508 of the Rehabilitation Act
- system availability reports
- target IT architecture reports
- systems development lifecycle handbooks
- computer network assessments and follow-up documentation
- vulnerability assessment reports
- assessment and authorization of equipment
- Independent Verification and Validation (IV&V) reports
- contractor evaluation reports
- quality assurance reviews and reports
- market analyses and performance surveys
- benefit-cost analyses
- make vs. buy analysis
- reports on implementation of plans
- compliance reviews
- data measuring or estimating impact and compliance

Note 1: Copies of security plans are scheduled under GRS 3.2, Information Systems Security Records. There may be copies interfiled within this series.

Note 2: SORNs are scheduled under GRS 4.2, item 150.

**DISPOSITION:** Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded.
Information Technology Program and Capital Investment Planning Records (Disposition Authority: DAA-GRS-2017-0009-0001) [GRS 6.3, item 010]

Records of agency IT program development and capital investment planning that document goals and milestones to achieve them; planning principles and activities; performance and evaluation measures such as TechStat reviews; and compliance with requirements such as OMB Circular A-130, the Federal Information Technology Acquisition Reform Act, and other laws. Includes:

• strategic and tactical plans
• records of internal agency governance boards supporting formally issued plans, including comments, concurrences, clearances, and justifications
• records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the Chief Information Officer (CIO) has sponsorship, leadership, or recordkeeping responsibilities
• reports and statistics documenting quantitative and qualitative performance measures, such as Government Performance and Results Act (GPRA) reporting
• portfolio management records, including clearance and review
• Reports on IT capital investments, such as OMB Exhibit 300 Major IT Business Cases (MITBCs) and IT Portfolio Summaries (ITPS), including IT Dashboard Exhibit 300 MITBC submissions
• business case development, review, and clearance records regarding major investments, systems, acquisitions, or operational assets

Exclusion 1: Policy records generated by the CIO (agencies must schedule these separately).

Exclusion 2: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council (the agency with responsibility for convening the committee must schedule its records separately).

Exclusion 3: System data or content (agencies must schedule these separately).


DISPOSITION: Temporary. Destroy when 7 years old.
Intermediary Records (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record. To qualify as an intermediary record, the record must also not be required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include:

- non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference, or consultation, and associated transmittals, notes, reference, and background materials.

- audio and video recordings of meetings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created)

- dictation recordings

- input or source records, which agencies create in the routine process of creating, maintaining, updating, or using electronic information systems and which have no value beyond the input or output transaction:
  - hardcopy input source documents where all information on the document is incorporated in an electronic system (See Exclusion 1 and Note 1)
  - electronic input source records such as transaction files or intermediate input/output files

- ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report

- data files output from electronic systems, created for the purpose of information sharing or reference (see Exclusion 2)

Exclusion 1: This item does not allow destruction of original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings once they are digitized. Agencies must follow agency-specific schedules for these records. If the records are unscheduled, the agency must submit a schedule for them.

Exclusion 2: This item does not include the following data output files (agencies must follow agency-specific schedules for these records, except for the final bullet, which the GRS covers in another schedule):

- files created only for public access purposes

- summarized information from unscheduled electronic records or inaccessible permanent records

- data extracts produced by a process that results in the content of the file being significantly different from the source records. In other words, the process effectively creates a new database file significantly different from the original
• data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under (DAA-GRS-2013-0007-0012) [GRS 4.2, item 130]

**Note 1**: An agency must submit a notification to NARA per 36 CFR 1225.24(a)(1) prior to destroying hardcopy input records previously scheduled as permanent. An agency must schedule the electronic version of unscheduled hardcopy input records prior to destroying the input record.

**DISPOSITION**: Temporary. Destroy upon verification of successful creation of the final document or file.

### Legal and Regulatory Compliance Reporting Records

Reports prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Federal Information Security Modernization Act of 2014, and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.

1. **Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy** (Disposition Authority: DAA-GRS-2013-0007-0022) [GRS 4.2, item 080]

   **DISPOSITION**: Temporary. Destroy 5 years after submission of report.

2. **All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP)** (Disposition Authority: DAA-GRS-2013-0007-0023) [GRS 4.2, item 081]

   **DISPOSITION**: Temporary. Destroy 2 years after submission of report.

### Non-Recordkeeping Copies of Electronic Records (Disposition Authority: DAA-GRS-2016-0016-0002) [GRS 5.1, item 020]

Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:

- documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent
- senders’ and recipients’ versions of electronic mail messages that meet the definition of Federal records, and any related attachments
- electronic spreadsheets
- digital still pictures or posters
- digital video or audio files
- digital maps or architectural drawings
• copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves

Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.

Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

**DISPOSITION:** Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving.

**Non-Mission Employee Training Program Records** (Disposition Authority: DAA-GRS-2016-0014-0001) [GRS 2.6, item 010]

Records about planning, assessing, managing, and evaluating an agency’s training program:
• plans, reports and program evaluations
• organizational and occupational needs assessments
• employee skills assessments
• employee training statistics
• notices about training opportunities, schedules, or courses
• mandatory training tracking and reporting files
• logistics and coordination documents
• Authorization, Agreement and Certification of Training (SF-182) and similar records
• registration forms, employee attendance records
• syllabi, presentations, instructor guides, handbooks, and lesson plans
• reference and working files on course content
• other course materials, such as presentations and videos
• student, class, or instructor evaluations

**DISPOSITION:** Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate.

**Peace Corps Volunteer Database Management System (PCVDBMS)** (Disposition Authority: N1-490-94-5, item 1a)

This item consists of database containing information about each Peace Corps Volunteer from the time they apply to the time they complete service. This system includes
information about the Volunteer's recruitment, placement, and evaluation. It also includes personal information (age, race, sex, etc.) about the Volunteer.

**DISPOSITION:** Permanent. Transfer copy of this database to the National Archives immediately. Thereafter, transfer on an annual basis. All transfers should be made in accordance with 36 CFR 1228.188.

**Public Key Infrastructure (PKI) Administrative Records**

Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records. Policies and procedures planning records relate to defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS), and other key operating documents; developing procedures in accordance with the CP and CPS; conducting risk analyses; developing records management policies (including migration strategies); and selecting the entity that will serve as registration authority (RA). Stand-up configuration and validation records relate to installing and validating both the Certification Authority (CA) and Registration Authority (RA), obtaining final approval or rejection from the agency's oversight or authorizing body, creating and generating a CA signature key, testing security procedures for the CA and RA, validating certification revocation procedures, and establishing back-up and storage for the PKI system. Operation records relate to the certification application; certificate issuance and key generation (including key pair generation and private key loading and storage of private keys and components of private keys); certificate acceptance, validation, revocation, suspension, replacement, and renewal; creating and maintaining an event log; and installing and validating software updates. Audit and monitor records relate to conducting periodic internal and external reviews of auditable events specified in the Federal Bridge Certification Authority (FBCA) X.509 Certificate Policy and other Entity CA policies, monitoring compliance with security requirements specified in the CPS and other operating procedures, investigating internal fraud or misconduct, and conducting internal and external audits of software and systems security. Termination, consolidation, or reorganization records relate to terminating, consolidating, or reorganizing a PKI; notifying subscribers of decisions, transferring inactive keys and revocation certificate lists to storage repositories, transferring consenting subscribers' and certificates and related materials to a new Certificate Authority, destroying sensitive records involving privacy (in accordance with an authorized records schedule), and shutting down and disposing of RA hardware and CA software.

**Note:** Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific
records as transaction records. These administrative records may vary from transaction-to-transaction.

1. **FBCA CAs** (Disposition Authority: N1-GRS-07-3, item 13a1) [GRS 3.2, item 060]

   **DISPOSITION:** Temporary. Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA.

2. **Other (non-FBCA et. al.) CAs** (Disposition Authority: N1-GRS-07-3, item 13a2) [GRS 3.2, item 061]

   **DISPOSITION:** Temporary. Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA.

**Public Key Infrastructure (PKI) Transaction-Specific Records** (Disposition Authority: N1-GRS-07-3, item 13b) [GRS 3.2, item 062]

Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology. Records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. Along with PKI administrative and other administrative records, transaction-specific records are part of the PKI trust documentation set that establish or support the trustworthiness of a transaction. They may vary from transaction-to- transaction and agency-to-agency. When retained to support the authentication of an electronic transaction content record (information record), PKI digital signature transaction records are program records.

**Note:** Extreme care must be taken when applying the GRS-PKI to transaction records. Destruction of the transaction-specific and administrative records embedded in the transaction stream prior to the authorized retention of the information record that they access/protect will render the PKI incapable of performing what it is designed to do—protect and provide access to the information record. Due to the relative newness of PKI technology, both from an implementation and a litigation perspective, it is recommended that agencies identify all PKI transaction records (including PKI select administrative records embedded in the transaction stream and transaction-specific records) to be retained as part of the trust documentation for the records the PKI is designed to protect and or access and link the retention of the transaction records with that of the information record it protects/accesses. Transaction records must be retained as trust documentation set records together with the content/information record.

**DISPOSITION:** Temporary. Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody.
Records of Accounting for and Controlling Access to Records requested under FOIA, PA, and MDR (Disposition Authority: DAA-GRS-2019-0001-0003) [GRS 4.2, item 040]

Records documenting identity of, and internal routing, control points, and accountability for information to which access has been requested. Includes:
• forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request
• inventories
• forms accompanying documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data
• agent and researcher files

DISPOSITION: Temporary. Destroy 5 years after date of last entry or final action by agency, as appropriate.

Special Purpose Programs and Application (Disposition Authority: DAA-GRS-2013-0005-0008) [GRS 3.1, item 012]

Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a National Archives-approved records schedule.

Exclusion 1: This item does not include software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.

Exclusion 2: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission related function.

Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period to comply with 36 CFR Sections 1236.10, 1236.12, 1236.14, and 1236.20.

DISPOSITION: Temporary. Delete when related master file or database has been deleted.

System Access Records

These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Includes records such as:
• user profiles
• log-in files
• password files
• audit trail files and extracts
• system usage files
• cost-back files used to assess charges for system use

**Exclusion 1.** Excludes records relating to electronic signatures.

**Exclusion 2.** Does not include monitoring for agency mission activities such as law enforcement.

1. **Systems requiring special accountability for access** (Disposition Authority: DAA-GRS-2013-0006-0004) [GRS 3.2, item 031]
   
   These are user identification records associated with systems which are highly sensitive and potentially vulnerable.

   **DISPOSITION:** Temporary. Destroy 6 years after password is altered or user account is terminated.

2. **Systems not requiring special accountability for access** (Disposition Authority: DAA-GRS-2013-0006-0003) [GRS 3.2, item 030]
   
   These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users.

   **DISPOSITION:** Temporary. Destroy when business use ceases.

**System Backups and Tape Library Records**

Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

1. **Incremental backup tapes** (Disposition Authority: DAA-GRS-2013-0006-0005) [GRS 3.2, item 040]
   
   **DISPOSITION:** Temporary. Delete/destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later.

2. **Full backup tapes** (Disposition Authority: DAA-GRS-2013-0006-0006) [GRS 3.2, item 041]
   
   **DISPOSITION:** Temporary. Delete/destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
Systems and Data Security Records (Disposition Authority: DAA-GRS-2013-0006-0001) [GRS 3.2, item 010]

These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as:
- System Security Plans
- Disaster Recovery Plans
- Continuity of Operations Plans
- published computer technical manuals and guides
- examples and references used to produce guidelines covering security issues related to specific systems and equipment
- records on disaster exercises and resulting evaluations
- network vulnerability assessments
- risk surveys
- service test plans
- test files and data

DISPOSITION: Temporary. Destroy 1 year(s) after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.

Technology Management Administrative Records (Disposition Authority: DAA-GRS-2016-0013-0002) [GRS 3.1, item 001]

Records on day-to-day, routine information technology management. Records include:
- correspondence
- subject files, including briefings, reports, presentations, and studies that do not relate to high-level decision-making
- data calls
- operational and managerial guidance to organizational segments of the agency

Exclusion: This item does not apply to the records of the Chief Information Officer. These records must be scheduled by the agency on an agency-specific schedule.

DISPOSITION: Temporary. Destroy when 5 years old.

Tracking and Control Records (Disposition Authority: DAA-GRS-2013-0002-0016) [GRS 4.1, item 010]

Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule. Includes:
- indexes
- lists
• registers
• inventories
• logs

Exclusion 1: This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records.

Exclusion 2: This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to permanent records must be scheduled.

**DISPOSITION:** Temporary. Destroy when no longer needed.

*White Book – Peace Corps IT Policies* (Unscheduled)

**DISPOSITION:** DO NOT DESTROY
Civil Rights and Diversity (OCRD)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies. Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY

Alternative Dispute Resolution (ADR) Records

1. ADR Program Files (Disposition Authority: DAA-GRS-2018-0002-0001) [GRS 2.3, item 010]

Records documenting routine activities related to programs such as reasonable accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes:
• program-related correspondence
• copies of statutes, regulations, directives, and instructions
• timetables and guidelines for processing case files and appealing decisions
• planning records
• meeting minutes
• program evaluations and reports to senior management
• statistical records tracking program participation and participants
• records tracking programs’ compliance with relevant Executive Orders and other requirements
• records arranging for outside mediator and facilitator involvement in case settlements

Exclusion 1: Records specific to individual cases (covered by items 020 to 111 in this schedule).

Exclusion 2: Reports to external oversight agencies (covered by GRS 5.7, item 050).

Exclusion 3: Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).

DISPOSITION: Temporary. Destroy when 3 years old.

2. Alternative Dispute Resolution (ADR) Case Files - Informal process (Disposition Authority: DAA-GRS-2018-0002-0007 [GRS 2.3, item 070]

Records not associated with another employee dispute, complaint or grievance process.

Includes:
• agreements to use ADR
• records of intake and process
• records of settlement or discontinuance of case
• parties’ written evaluations of the process

DISPOSITION: Temporary. Destroy 3 years after case is closed.

3. ADR case files - Formal process (Disposition Authority: DAA-GRS-2018-0002-0008) [GRS 2.3, item 071]

Records generated in response to a referral from another dispute, grievance or complaint process, such as EEO complaints or grievances.

Includes:
• agreements to use ADR
• records of intake and process
• records of settlement or discontinuance of case
• parties’ written evaluations of the process

DISPOSITION: Temporary. Destroy 7 years after case is closed.

**Equal Employment Opportunity (EEO) Compliance Review Files** (Disposition Authority: DAA-GRS-2018-0002-0014) [GRS 2.3, item 120]

Reviews, background documents, and correspondence relating to contractor employment practices.

DISPOSITION: Temporary. Destroy when 7 years old.

**Equal Employment Opportunity (EEO) Records**

1. **EEO program files** (Disposition Authority: DAA-GRS-2018-0002-0001) [GRS 2.3, item 010]

Records documenting routine activities related to programs such as reasonable accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes:

• program-related correspondence
• copies of statutes, regulations, directives, and instructions
• timetables and guidelines for processing case files and appealing decisions
• planning records
• meeting minutes
• program evaluations and reports to senior management
• statistical records tracking program participation and participants
• records tracking programs’ compliance with relevant Executive Orders and other requirements
• records arranging for outside mediator and facilitator involvement in case settlements

**Exclusion 1**: Records specific to individual cases (covered by items 020 to 111 in this schedule).

**Exclusion 2**: Reports to external oversight agencies (covered by GRS 5.7, item 050).

**Exclusion 3**: Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).

DISPOSITION: Temporary. Destroy when 3 years old.
2. EEO Official Discrimination Complaint Case Files – Informal Process  
(Disposition Authority: DAA-GRS-2018-0002-0012) [GRS 2.3, item 110]

Records of cases that do not result in an EEO complaint, and cases resulting in a complaint but resolved prior to the formal process stage. 
Includes:
• intake sheet
• summary report
• notes
• supporting documentation
• correspondence

**DISPOSITION:** Temporary. Destroy 3 years after resolution of case.

3. EEO Official Discrimination Complaint Case Files – Formal Process  
(Disposition Authority: DAA-GRS-2018-0002-0013) [GRS 2.3, item 111]

Records at originating agency generated in response to formal complaints resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court. Includes records gathered in the preliminary informal process, complaints, exhibits, withdrawal notices, copies of decisions, and records of hearings and meetings. 
Includes:
• intake sheet
• summary report
• notes
• supporting documentation
• correspondence

**DISPOSITION:** Temporary. Destroy 7 years after resolution of case.

**EEO Reports and Employment Statistics Files** (Disposition Authority: DAA-GRS-2017-0008-0005) [GRS 5.7, item 050]

Agency-level reports that external Federal oversight entities such as the White House, Congress, OMB, the Office of Personnel Management (OPM), and General Services Administration (GSA) require under authorities such as (but not limited to) OMB Circular A-123, the Federal Managers Financial Integrity Act (FMFIA), the Chief Financial Officers Act (CFOA), the Paperwork Reduction Act (PRA), Joint Committee on Printing requirements and the FAIR Act. Examples include:
• Agency Financial Report (AFR), Performance and Accountability Report (PAR), or equivalent
• Annual Performance Plan, Annual Performance Report, or equivalent
• Statement of Assurance (per FMFIA), or equivalent
• information collection clearances
• report on financial management systems’ compliance with requirements (per FMFIA), or equivalent
• report on internal controls for corporations covered by the Government Corporation Control Act (per CFOA)
• EEOC reports
• Analysis and Action Plans and other reports required by EEOC’s MD 715
• No FEAR Act reports
• service organization auditor report, or equivalent
• annual strategic review
• identified material weaknesses and corrective actions report
• improper payments report
• premium class travel report
• report on property provided to nonfederal recipients, schools, and nonprofit educational institutions
• feeder reports to the Status of Telework in the Federal Government Report to Congress
• feeder reports to GSA fleet reports
• E-Government status and compliance report (per PRA) Includes ancillary records such as:
  • background and research records
  • submission packets and compilations
  • related files

Exclusion 1: Oversight entities mandating the reports must separately schedule reports they receive.

Exclusion 2: Mandatory external reports on finance matters (GRS 1.1, items 020 and 040 cover these); mandatory external reports on employee ethics (various items in GRS 2.8 cover these); mandatory external reports on information access and protection (GRS 4.2, item 080 covers these)

DISPOSITION: Temporary. Destroy 6 years after report submission or oversight entity notice of approval, as appropriate.

**Event Announcements (Administrative directives and notices)** (Disposition Authority: DAA-GRS-2017-0008-0003) [GRS 5.7, item 030]

Policy documents on administrative functions such as payroll, procurement, facilities, equipment, and human capital. Includes records documenting development.

Announcements advertising dates, times, and locations of events that cover topics such as equal employment opportunity, discrimination, harassment, diversity, and inclusion policies. Also covers topics such as Employee Resource Groups (ERGs), reasonable accommodations for persons with disabilities, minorities, the No FEAR Act, gender identity and orientation, intercultural differences, bullying in the workplace, religious accommodations, feminism, and implicit bias.
Exclusion: Documents related to mission activities (agencies schedule these separately).

DISPOSITION: Temporary. Destroy when superseded or obsolete.

**Non-Mission Employee Training Program Records** (Disposition Authority: DAA-GRS-2016-0014-0001) [GRS 2.6, item 010]

Records about planning, assessing, managing, and evaluating an agency’s training program:
- plans, reports and program evaluations
- organizational and occupational needs assessments
- employee skills assessments
- employee training statistics
- notices about training opportunities, schedules, or courses
- mandatory training tracking and reporting files
- logistics and coordination documents
- Authorization, Agreement and Certification of Training (SF-182) and similar records
- registration forms, employee attendance records
- syllabi, presentations, instructor guides, handbooks, and lesson plans
- reference and working files on course content
- other course materials, such as presentations and videos
- student, class, or instructor evaluations

Note: Financial records related to purchase of training or travel for training are scheduled under DAA-GRS-2013-0003-0001 [GRS 1.1, item 010].

Exclusion: This item does not cover ethics-related training.

DISPOSITION: Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete.

**Reasonable Accommodation Records**

1. **Reasonable Accommodation Program Files** (Disposition Authority: DAA-GRS-2018-0002-0001) [GRS 2.3, item 010]

Records documenting routine activities related to programs such as reasonable accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes:
- program-related correspondence
- copies of statutes, regulations, directives, and instructions
- timetables and guidelines for processing case files and appealing decisions
- planning records
- meeting minutes
• program evaluations and reports to senior management
• statistical records tracking program participation and participants
• records tracking programs’ compliance with relevant Executive Orders and other requirements
• records arranging for outside mediator and facilitator involvement in case settlements

Exclusion 1: Records specific to individual cases (covered by items 020 to 111 in this schedule).
Exclusion 2: Reports to external oversight agencies (covered by GRS 5.7, item 050).
Exclusion 3: Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).

DISPOSITION: Temporary. Destroy when 3 years old.

2. Reasonable Accommodation Case Files (Disposition Authority: DAA-GRS-2018-0002-0002) [GRS 2.3, item 020]

Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or Human Resource specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services that have been requested for or by an employee.

Includes:
• request, approvals and denials
• notice of procedures for informal dispute resolution or appeal processes
• forms, correspondence, records of oral conversations
• policy guidance documents
• medical records
• supporting notes and documentation

DISPOSITION: Temporary. Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later.

Training Records (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
Director’s Office

Directors’ Records (Disposition Authority: Pending)

Records created or received by the Director relating to issues and subjects requiring the Director’s attention, whether acted upon or not. Can include memoranda, briefings, notes, reports, and other materials about the creation, development, coordination, and execution of Peace Corps programs, policies, plans, and projects.

DISPOSITION: DO NOT DESTROY

Anniversary Celebration Records (Disposition Authority: DAA-0490-2016-0010-0001)

Records documenting major Peace Corps anniversary celebrations, such as the 45th, 50th, etc., held in the United States and at overseas posts. Includes the strategic plan, files that document the policies involved and actions taken in putting together an event, branding and marketing, speeches made by the Peace Corps Director and other luminaries, correspondence between senior governmental officials and other influential individuals, and final reports.

DISPOSITION: Permanent. Cut off files at the end of the year of celebration. Transfer to National Archives 1 year after cutoff.

Chief of Staff Records (Disposition Authority: Pending)

Records created or received by the Chief of Staff relating to issues and subject matters requiring the Chief of Staff’s attention, whether acted upon or not. Can include memoranda, briefings, notes, reports, and other materials about the coordination, development, and execution of Peace Corps programs, policies, plans, and projects.

DISPOSITION: DO NOT DESTROY

Compliance Analysis Master Spreadsheet (Disposition Authority: DAA-0490-2015-0001-0001)

The Compliance Analysis Master Spreadsheet is a record of all Office of Inspector General’s (OIG) recommendations, a detailed breakdown of recommendations by category and the responses generated from those recommendations. The OIG recommendations are based on financial audits and program evaluations of Peace Corps’ overseas offices and headquarters.

DISPOSITION: Temporary. Cut off at end of fiscal year. Destroy 10 years after cutoff.
Compliance Analysis Trends (Disposition Authority: DAA-0490-2015-0001-0002)

Analyses of data logged in the master spreadsheet show trends of various issues, such as the most commonly occurring issues from the Office of Inspector General’s (OIG) reports. Trend materials generated include graphs, charts and booklets.

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

Compliance Working Files (Disposition Authority: DAA-0490-2015-0001-0003)

Consists of documents collected to respond to the Office of Inspector General’s (OIG) financial audits, management alerts, program evaluations or investigations. Working files include correspondence between the Compliance Office and headquarters’ offices or among the Compliance Office, overseas posts, and Regions. An additional working file is the Compliance Office’s Agency response memo, which becomes an appendix to the OIG final report.

DISPOSITION: Temporary. Cut off at close of recommendations. Destroy 5 years after cutoff.

Country History Records (Disposition Authority: Pending)

Historical records about Peace Corps’ relationship with countries where Volunteers have served or continue to serve and where programs are contemplated. Includes invitations from host countries to establish a Peace Corps program, country agreements, information about program establishments and initial Trainee/Volunteer groups, program suspensions, congressional notification of program changes, country portfolio reviews considering entries or exits, country-specific correspondence, and other associated documents.

DISPOSITION: DO NOT DESTROY

Decision Memos

Decision memoranda signed by the Director, Deputy Director, or Chief of Staff. Records contain a wide variety of approved actions, from administrative matters to policy issues.

1. Significant Memos (Disposition Authority: Pending)

Decision memoranda concerning the agency’s mission, policies, how programs are started, altered, closed, or restarted, and how funds are allocated and spent. Includes policy decisions, Memoranda of Understanding, Memoranda of Agreement, office reorganization and restructuring, and budget decisions.

DISPOSITION: DO NOT DESTROY
2. Routine Memos (Disposition Authority: Pending)

Personnel or other administrative decisions. Includes third tour extensions, one-year extensions, delegations of authority for less than 60 days, and other administrative matters.

**DISPOSITION:** DO NOT DESTROY

**Deputy Directors’ Records** (Disposition Authority: Pending)

Records created or received by the Deputy Director relating to issues and subjects requiring the Deputy Director’s attention, whether acted upon or not. Can include memoranda, briefings, notes, reports, and other materials about the coordination, development, and execution of Peace Corps programs, policies, plans, and projects.

**DISPOSITION:** DO NOT DESTROY

**Executive Correspondence**

Correspondence addressed to the Director requiring an answer, outgoing responses signed by the Director, and any other outgoing correspondence. Correspondence is filed by subject according to a numerical filing system.

1. **Policy Correspondence** (Disposition Authority: DAA-0490-2013-0001-0001)

Correspondence relating to Peace Corps policies, procedures, operations, and decisions. Includes correspondence to other federal agencies, the White House, committees and members of Congress, foreign government representatives, and various national and international development and volunteer organizations.

**Note:** Transfer to the National Archives with permanent Executive Correspondence Log (DAA-0490-2013-0001-0001).

**DISPOSITION:** Permanent. Cut off every four years on January 20th at the end of each presidential administrative term, beginning January 20, 2001. Transfer to the National Archives 20 years after cutoff.

2. **Other Correspondence** (Disposition Authority: DAA-0490-2013-0001-0002)

Correspondence relating to general interest inquiries and specific Peace Corps applicants, Volunteers, or returned Volunteers.

**DISPOSITION:** Temporary. Cut off every four years on January 20th at the end of each presidential administrative term, beginning January 20, 2001. Destroy 20 years after cutoff.
Executive Correspondence Log (Disposition Authority: DAA-0490-2013-0001-0001)

Chronological log of incoming and outgoing correspondence.

Note: Transfer to the National Archives with permanent Policy Correspondence (DAA-0490-2013-0001-0001).

DISPOSITION: Permanent. Cut off every four years on January 20th at the end of each presidential administrative term, beginning January 20, 2001. Transfer to the National Archives 20 years after cutoff.

Organizational Charts (Disposition Authority: Pending)

Charts showing the organizational structure of the Peace Corps. Includes updated charts every time there is an agency reorganization, a new office is created, or the office hierarchy is revised.

DISPOSITION: DO NOT DESTROY

Planning and Analysis Records

Significant plans, evaluations, studies, and reports about the Peace Corps, produced at the direction of the Director or Congress. Includes "The Peace Corps: A Comprehensive Agency Assessment" and "Five-Year Rule Analysis."

1. Significant Planning and Analysis Records (Disposition Authority: Pending)

Final plans, evaluations, studies, and reports.

DISPOSITION: DO NOT DESTROY

2. Working Papers (Disposition Authority: Pending)

Drafts and other working papers as well as statistical or other background information used to complete significant final plans, evaluations, studies, and reports.

DISPOSITION: DO NOT DESTROY

Senior Staff Meeting Minutes (Disposition Authority: Pending)

Minutes and/or agendas of Senior Staff meetings, Leadership meetings, and other formal meetings held by senior staff (Director, Deputy Director, and Chief of Staff).

DISPOSITION: DO NOT DESTROY
Speeches

Speeches given by Peace Corps staff.

1. Directors’ Speeches (Disposition Authority: Pending)

DISPOSITION: DO NOT DESTROY

2. All other Speeches (Disposition Authority: Pending)

DISPOSITION: DO NOT DESTROY

Transition Briefing Book Records (Disposition Authority: Pending)

High-level transition plans created at the end of a presidential term for incoming Peace Corps senior officials appointed or installed by new presidential administrations. Contains information for continued agency operations, such as summaries of issues and situations requiring action, or pending deadlines.

DISPOSITION: DO NOT DESTROY

Trip Briefing Materials

Trip materials (also known as briefing books) prepared for senior staff to take on trips. Includes itinerary, background information about the destination, biographies of people senior staff will meet, and information about programs and projects in host country.

[Note: Travel authorizations and other administrative information are not included.]

1. Directors’ Trip Briefing Materials (Disposition Authority: Pending)

DISPOSITION: DO NOT DESTROY

2. All other Staff Trip Briefing Materials (Disposition Authority: Pending)

DISPOSITION: DO NOT DESTROY
Intercultural Competence, Diversity, Equity, Inclusion, and Accessibility (ICDEIA)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - **Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies. Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

**DISPOSITION:** DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - **Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION:** DO NOT DESTROY
Let Girls Learn (LGL)

Let Girls Learn (LGL) Program Records / Administrative (Disposition Authority: DAA-0490-2017-0006-0002)

All records not included in Let Girls Learn (LGL) Records/Significant. Includes administrative and program support documents, routine correspondence, weekly updates, and staff meeting agendas that facilitate the day-to-day operations of the program.

DISPOSITION: Temporary. Cut off at the end of the calendar year or when program ends. Destroy 6 years after cutoff.
Sexual Assault Risk Reduction and Response (SARRR)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records -
Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies. Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records -
Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY
Strategic Partnerships and Intergovernmental Affairs (SPIGA)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY
External Affairs (OEA)

**NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


**DISPOSITION**: DO NOT DESTROY

**NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION**: DO NOT DESTROY
Communications (C)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY

Audiovisual Records (Routine) (Disposition Authority: DAA-GRS-2016-0005-0006) [GRS 6.4, item 050]

Photographs or audiovisual recordings of routine award ceremonies, retirement ceremonies, social events, and activities not related to the mission of the agency. Also included are production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.

Note: Any instances of the now-obsolete form, viewgraphs, found in older audiovisual files are also temporary under this item.
**DISPOSITION:** Temporary. Destroy when 2 years old.

**Authorization to Use Personal Material / Release Forms** (Disposition Authority: N1-490-12-3, item 2)

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

**DISPOSITION:** Temporary. Cut off at end of calendar year. Destroy 75 years after cutoff.

**General Information Request Files** (Disposition Authority: DAA-GRS-2013-0007-0001) [GRS 4.2, item 010]

Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.

**DISPOSITION:** Temporary. Destroy when 90 days old.

**Motion Picture Film** (Disposition Authority: N1-362-90-3, item 1)

Subjects which reflect the agency’s program and/or mission such as films pertaining to recruitment, agency work in a country, ad campaigns, public service announcements, and media coverage.

a. Agency created or sponsored films:

   (1) Original negative or color original plus separate optical sound track.

   (2) Intermediate master positive or duplicate negative plus optical sound track

   (3) Sound production print

   **DISPOSITION:** Permanent. Transfer to National Archives in 5 year blocks when the oldest film is 10 years old. (For example, films created in 1981-1985 would be transferred to the national Archives in 1991, films created in 1986-1990 would be transferred in 1996, etc.)


   **DISPOSITION:** Permanent. Transfer to National Archives in 5 year blocks when the oldest film is 10 years old.

c. Finding aids such as indexes, shot lists, or other lists which describe and/or facilitate use of the motion picture.

   **DISPOSITION:** Permanent. Transfer to National Archives with corresponding film.
d. Production documentation bears on the origin, acquisition, release, and ownership of the production such as case files containing production contracts, scripts, etc.

**DISPOSITION:** Permanent. Transfer to National Archives with corresponding film.

e. Unedited outtakes and trims:

(1) Original negative or color original

(2) Work print

**DISPOSITION:** Permanent. Offer to National Archives stock film depository when edited final version of film is transferred to the National Archives for permanent retention as described above, or when no longer needed by the agency, whichever is sooner (see OMB Circular A – 114). All outtakes and trims accepted for deposit by the National Archives stock film depository remain the property of the depositing agency. In accordance with OMB Circular A – 114, the footage may be retained or destroyed at the discretion of the National Archives following agency notification.

**Posters** (Disposition Authority: N1-362-90-2, item 1)

Recruitment, anniversary, Partnership program and other promotional posters which are basic to the operation and mission of the Peace Corps.

**DISPOSITION:** Permanent. Provide 2 copies of each poster when produced to the Records Management Office along with a box list in flat or in tubes.

**Note:** Posters originating with the Communications office provide 2 hard copy and all other posters provide pdf versions to Records Management Office.

**Recruitment Materials** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Social Media Records** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Still Pictures** (Disposition Authority: N1-490-92-2, item 1a - 1e)

Subjects which document the mission and programs of the Peace Corps, such as photography pertaining to recruitment, training, overseas operations, and media coverage.

**DISPOSITION:** Permanent. Transfer to the National Archives in five year blocks when the oldest material is 10 years old. Transfer finding aids and production documentation with the records to which they relate.
(a) **Black and white photographs:**

Original negative and reference copy (**Note:** The reference copy may be a captioned print of a contact sheet, if none other is available.)

(b) **Color photographs:**

Original color transparency (slide) with a captioned reference copy and, if any exist, a color negative and internegative, if one exists. (**Note:** The reference copy may be a captioned print of a contact sheet, if none other is available.)

(c) **Slide sets:**

The original and a reference set, and the related audio recording and script, if one exists.

(d) **Other pictorial records**, such as filmstrips and original artwork:

The original and a reference print.

(e) **Existing finding aids:**

These can include data sheets, shot lists, review sheets, contact lists, continuities, catalogues, indices, lists of captions, and other textual documentation that are necessary or helpful for the proper identification, retrieval and use of records described above, and production case files or similar files that include copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the production.

**Video Tapes** (Disposition Authority: N1-362-90-3, item 2)

Subjects which reflect the agency’s program and/or mission such as tapes pertaining to recruitment, agency work in a country, ad campaigns, public service announcements, and media coverage.

a. **The original or the earliest generation of the video recording** plus one dubbing of same.

**DISPOSITION:** Permanent. Transfer to National Archives in 5 year blocks when the oldest tape is 10 years old.

c. **Finding aids** such as indexes, shot lists, or other lists which describe and/or facilitate use of the video tapes.

**DISPOSITION:** Permanent. Transfer to National Archives with corresponding tapes.
d. **Production documentation** bears on the origin, acquisition, release, and ownership of the production such as case files containing production contracts, scripts, transcripts, etc.

**DISPOSITION:** Permanent. Transfer to National Archives with corresponding tapes.

e. **Raw camera footage**

**DISPOSITION:** Offer to National Archives stock film depository. (See Motion Picture Film: N1-362-90-3, item 1e)

**Websites (External and Internal)**

a. **Monthly Summary Report about Website** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

b. **Websites** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY
Congressional Relations (CR)

Congressional Correspondence / General Correspondence (Disposition Authority: N1-490-10-1, item 1.1)

Correspondence pertaining to Peace Corps issues and interests. Primarily includes materials sent to congress, but can include correspondence from congressional members. Includes but is not limited to requests for assistance on specific issues, responses to hearing requests, re-election congratulations, informational letters, and Peace Corps reports or other documents submitted to relevant committees or subcommittees. The reports and other documents include the Semi-Annual Report of the Peace Corps Inspector General (SARC) and the Peace Corps’ Annual Budget Justification.

[Note: From the 112th Congress (2011) forward, the record copy will consist of one copy only of correspondence sent to more than one congressional member or committee and a list of recipients.]

DISPOSITION: Permanent. Cut off at the end of the second session of each congress (at the end of each presidential administration), hold 4 years, and transfer to a Federal Records Center. Transfer to the National Archives 10 years after cutoff.

Constituent Correspondence (Disposition Authority: N1-490-10-1, item 1.2)

Correspondence from Congress regarding constituent issues and Peace Corps’ responses to constituent issues.

DISPOSITION: Temporary. Cut off every 2 years, at the end of each congressional session. Destroy 4 years after cutoff.

Congressional Hearings File (Disposition Authority: N1-490-10-1, item 2)

Congressional hearing briefing binders are compiled whenever individuals are nominated to serve Peace Corps as well as for Peace Corps officials appearing before Congress. Each briefing binder is labeled with the hearing date, subject of the hearing, and the name of the committee or sub-committee. After the hearing, a copy of the Congressional Record about the hearing is added to the briefing binder.

DISPOSITION: Permanent. Cut off at the end of the second session of each congress (at the end of each presidential administration), hold 4 years, and transfer to a Federal Records Center. Transfer to the National Archives 10 years after cutoff.

Legislation Files (Disposition Authority: N1-490-03-1, item 1)

Documentation of pre-enactment actions on selected legislation, proposed legislation, and other Congressional proceedings that impact Peace Corps.
DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.
Gifts and Grants Management (GGM)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.
Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.

DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY

Donor Files (Disposition Authority: DAA-0490-2014-0002-0001)

Contains documentation pertaining to agency donors (individuals, foundations, corporations, and other organizations) including donor research/profiles, letters of intent, due diligence documentation, presentations, correspondence, applications, authorization memos and reports.

DISPOSITION: Temporary. Cut off 5 years after date of last contact between the Peace Corps and donor. Destroy 15 years after cutoff.
Grant and Cooperative Agreement Case Files

Official record of applicant case files held in the office of record. Case files containing records relating to individual grant or cooperative agreements. Records include, but are not limited to:

- applications, forms, and budget documents
- evaluation reports, panelist comments, review ratings or scores
- Notice of Grant Award or equivalent and grant terms and conditions
- state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding)
- amendment requests and actions, if any
- periodic and final performance reports (progress, narrative, financial)
- audit reports and/or other monitoring or oversight documentation
- summary reports and the like

a. Successful Applications (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

Note: If an agency believes certain case files warrant permanent retention, it must submit a records schedule to NARA to cover these records.

Exclusion: Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.

DISPOSITION: Temporary. Destroy 10 years after final action is taken on file.

b. Unsuccessful applications (Disposition Authority: DAA-GRS-2013-0008-0006) [GRS 1.2, item 021]

DISPOSITION: Temporary. Destroy 3 years after final action is taken on file.

Marketing Files (Disposition Authority: DAA-0490-2014-0002-0002)

Marketing brochures, and e-marketing messages and announcements that target potential Peace Corps Partnership Program (PCPP) donors and/or partners.

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

Marketing Working Files (Disposition Authority: DAA-0490-2014-0002-0003)

Copies of reports, statistics, and other informational documentation obtained from Peace Corps offices.
DISPOSITION: Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cutoff.

Peace Corps Grants Online (PCGO) (Grant and Cooperative Agreement Case Files)  
(Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

Official record of applicant case files held in the office of record. Case files containing records relating to individual grant or cooperative agreements. Records include, but are not limited to:
• applications, forms, and budget documents
• evaluation reports, panelist comments, review ratings or scores
• Notice of Grant Award or equivalent and grant terms and conditions
• state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding)
• amendment requests and actions, if any
• periodic and final performance reports (progress, narrative, financial)
• audit reports and/or other monitoring or oversight documentation
• summary reports and the like

a. Successful Applications (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

The database manages and tracks information pertaining to small grants. Peace Corps Volunteers enter information to apply for a grant. Additional database records include project narratives, indicators, goals and objectives, and budget information.

Note: If an agency believes certain case files warrant permanent retention, it must submit a records schedule to NARA to cover these records.

Exclusion: Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.

DISPOSITION: Temporary. Destroy 10 years after final action is taken on file.

b. Unsuccessful applications (Disposition Authority: DAA-GRS-2013-0008-0006) [GRS 1.2, item 021]

DISPOSITION: Temporary. Destroy 3 years after final action is taken on file.

Project Files (PCPP) (Grant and Cooperative Agreement Case Files)

1. Accepted Project Files (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]
Contains documentation pertaining to projects including project proposal, donor information, letters to and from donors, cables, “Authorization of Funding” memos, cross-cultural exchange material, quarterly and final reports, letters from host country participants. Official record of applicant case files held in the office of record. Case files containing records relating to individual grant or cooperative agreements. Records include, but are not limited to:

- applications, forms, and budget documents
- evaluation reports, panelist comments, review ratings or scores
- Notice of Grant Award or equivalent and grant terms and conditions
- state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding)
- amendment requests and actions, if any
- periodic and final performance reports (progress, narrative, financial)
- audit reports and/or other monitoring or oversight documentation
- summary reports and the like

**Note:** If an agency believes certain case files warrant permanent retention, it must submit a records schedule to NARA to cover these records.

**Exclusion:** Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.

**DISPOSITION:** Temporary. Destroy 10 years after final action is taken on file.

2. **Rejected Project Files** (Disposition Authority: DAA-GRS-2013-0008-0006) [GRS 1.2, item 021]

Contains documentation pertaining to proposed, unfunded projects. The files include project proposals and PCPP denials for funding.

**DISPOSITION:** Temporary. Destroy 3 years after final action is taken on file.

**Small Grants Program Handbook (Grant and Cooperative Agreement Case Files)**
(Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

The Small Grants Program Staff Handbook provides information on the basic rules and requirements that will be applicable for all small grants. It also includes recommendations on post-level management of small grant programs, and links to tools that are intended to help posts run effective small grant programs. The Small Grants Program Volunteer Handbook provides guidance on the processes, procedures, materials, and requirements for the Peace Corps Small Grant Program. Volunteers should read this handbook thoroughly to understand the basic rules and requirements that are applicable for all small grants. Records related to the coordination, implementation, execution, monitoring, and completion of grant and cooperative agreement programs,
DISPOSITION: Temporary. Destroy 10 years after final action is taken on file.

SPA Annual Progress Reports (Disposition Authority: DAA-0490-2014-0003-0003)

Annual report provided to USAID, in a form and substance satisfactory to USAID, reporting on progress toward achieving Program objectives, keyed to approved planning documents, if any. The reports must include, but are not limited to, the following information: status of achieving goals, objectives and benchmarks; progress or completion of Program components, elements or activities against planned targets; description of overall Program status; other accomplishments and major highlights of Program implementation; identification and explanation of significant problems or delays related to achievement of objectives or activities; and a brief summary of significant corrective actions and major activities planned for the subsequent reporting period. The reports must include separate sections that describe country-specific activities, as appropriate.

DISPOSITION: Permanent. Cut off at the end of the calendar year. Transfer electronic records to the National Archives for pre-accessioning 5 years after cutoff in 5 year blocks when the latest record in block is 5 years old (for example, beginning in 2015, transfer records dated prior to 2010; in 2020 transfer records dated 2011-2015, etc.) in a medium and format acceptable to the National Archives in accordance with National Archives regulations and guidance in effect at the time of transfer. Transfer legal custody of electronic records to the National Archives 15 years after cutoff.

SPA Annual Progress Reports Working Files (Disposition Authority: DAA-0490-2014-0003-0004)

Copies of reports, statistics, and other informational documentation obtained by Peace Corps offices.

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

SPA Country Files (Disposition Authority: N1-490-91-1, item 12)

Cable chronological file containing all communications between SPA program office in Washington and the field.

DISPOSITION: Temporary. Retain in agency space. Destroy records which are 10 years old.

SPA Inter-Agency Agreement Files (Disposition Authority: N1-490-91-1, item 11)

Peace Corps/A.I.D. country agreements and related records which document the roles Peace Corps and A.I.D. will play within countries in which both agencies have a
presence. These agreements are generally administrative in nature and the A.I.D. copies of the agreements are scheduled as permanent in A.I.D. schedules.

**DISPOSITION:** Temporary. Cut off annually. Retire to the Federal Records Center 5 years after cutoff. Destroy when 15 years old.

**SPA Project Grant Files (Grant and Cooperative Agreement Case Files)**

Case files pertaining to awarding of small projects assistance grants. The grants are summarized in each SPA annual report. Official record of applicant case files held in the office of record. Case files containing records relating to individual grant or cooperative agreements. Records include, but are not limited to:

- applications, forms, and budget documents
- evaluation reports, panelist comments, review ratings or scores
- Notice of Grant Award or equivalent and grant terms and conditions
- state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding)
- amendment requests and actions, if any
- periodic and final performance reports (progress, narrative, financial)
- audit reports and/or other monitoring or oversight documentation
- summary reports and the like

a. **Successful applications** (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

   **Note:** If an agency believes certain case files warrant permanent retention, it must submit a records schedule to NARA to cover these records.

   **Exclusion:** Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.

   **DISPOSITION:** Temporary. Destroy 10 years after final action is taken on file.

b. **Unsuccessful applications** (Disposition Authority: DAA-GRS-2013-0008-0006) [GRS 1.2, item 021]

   **DISPOSITION:** Temporary. Destroy 3 years after final action is taken on file.

**SPA Technical Assistance Files** (Disposition Authority: N1-490-91-1, item 10)

Pertains to SPA technical assistance provided to successful applicants. These activities are summarized in SPA annual reports.

**DISPOSITION:** Temporary. Cut off upon completion of project. Retire to the Federal Records Center 2 years after cutoff. Destroy when 7 years old.
Volunteer Memorial Fund Records (Disposition Authority: DAA-0490-2016-0008-0001)

Memorial funds are established with privately donated funds primarily for Peace Corps Volunteers who die while in service. The monies are used to fund Volunteer projects. Records consist primarily of correspondence with family members and donors.

DISPOSITION: Temporary. Cut off when the fund is closed. Destroy 3 years after cutoff.
Press Relations (PR)

Authorization to Use Personal Material / Release Forms (Disposition Authority: N1-490-12-3, item 2)

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

DISPOSITION: Temporary. Cut off at the end of calendar year. Destroy 75 years after cutoff.

General Information Request Files (Disposition Authority: DAA-GRS-2013-0007-0001) [GRS 4.2, item 010]

Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.

DISPOSITION: Temporary. Destroy when 90 days old.

Media Relations Records (Routine) (Disposition Authority: DAA-GRS-2016-0005-0004) [GRS 6.4, item 040]

Records of interactions with the press or media that contain duplicate, minimal, or limited information, such as:
- requests and responses for interviews
- requests and responses for information or assistance for media stories
- daily or spot news recordings or videos available to local radio and TV stations
- notices or announcements of media events
- public service announcements
- copies or articles created by the agency for publication in news media

Exclusion: Transcripts of press conferences or press briefings, briefing books, and press releases are not covered by this item and must be scheduled by the agency on an agency-specific schedule.

DISPOSITION: Temporary. Destroy when no longer needed for business use.

Press Releases (Disposition Authority: NC1-362-85-2, item 4a)

DISPOSITION: Permanent. Cut off at the end of the calendar year. Transfer to NARA 3 years after cutoff.
Public Affairs Product Production Files (Disposition Authority: DAA-GRS-2016-0005-0003) [GRS 6.4, item 030]

Records related to developing speeches, publications, educational materials, audiovisual materials including posters, public conferences and other public outreach materials, including but not limited to:
  • news clippings
  • marketing research
  • copies of records used for reference in preparing products
  • research notes
  • printers galleys
  • drafts and working copies (see Exclusion 3)
  • preparatory or preliminary artwork or graphics
  • bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4)
  • clearances related to release of products (see Exclusion 5 and 6)

Exclusion 1: Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. The agency must schedule these records on an agency-specific schedule.

Exclusion 2: This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and the agency should schedule them on an agency-specific schedule.

Exclusion 3: This item does not include working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations.

Exclusion 4: This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications.

Exclusion 5: Records relating to obtaining approval or clearance for releasing information from other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule.

Exclusion 6: This item does not cover clearances for release of information related to declassification review.

DISPOSITION: Temporary. Destroy when no longer needed for business use.
Public Affairs-Related Routine Operational Records (Disposition Authority: DAA-GRS-2016-0005-0001) [GRS 6.4, item 010]

Records related to the routine, day-to-day administration of public affairs activities, including but not limited to:
• logistics, planning, and correspondence records for routine conferences and events
• correspondence and records on speakers and speaking engagements, including biographies
• case files and databases of public comments (related to public affairs activities only)

DISPOSITION: Temporary. Destroy when 3 years old.

Public Correspondence and Communications not Requiring Formal Action (Disposition Authority: DAA-GRS-2016-0005-0002) [GRS 6.4, item 020]

Records related to correspondence and communications, including comments, to and from the public that require no formal response or action. Includes:
• comments the agency receives but does not act upon or that do not require a response, such as:
  o write-in campaigns
  o personal opinions on current events or personal experiences
  o routine complaints or commendations
  o anonymous communications
  o suggestion box comments
  o public correspondence addressed to another entity and copied to the agency or that the agency receives in error
  o comments posted by the public on an agency website that do not require response or that the agency does not collect for further use
• communications from the public that the agency responds to but takes no formal action on
• agency postings on social media accounts and email blasts that consist of information released or captured elsewhere, provided the agency also captures the posting

DISPOSITION: Temporary. Destroy when 90 days old.

Public Relations Publications (Disposition Authority: NC1-362-85-2, item 5a)

Publications consisting of Peace Corps Times, Peace Corps Articles of Interest, etc.

DISPOSITION: Permanent. Cut off file in 5 year blocks. Retire to Federal Records Center 2 years after cutoff. Offer to Archives when most recent records are 10 years old.
General Counsel (OGC)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies. Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY

Agency Input into the Unified Agenda (Disposition Authority: DAA-GRS-2017-0012-0005) [GRS 5.7, item 080]

Records that process agency input into the publication of:
- The Unified Agenda of Federal Regulatory and Deregulatory Actions (also known as the “unified agenda” or “semiannual regulatory agenda”) published by General Services Administration (GSA) with input from the Office of Management and Budget (OMB)
- agency regulatory flexibility agendas
- The Regulatory Plan
**Exclusion:** Compiled records received by GSA, OMB, and the Office of the Federal Register; those entities must schedule these records.

**DISPOSITION:** Temporary. Destroy when 2 years old.

**Claims and Disputes Records** (Disposition Authority: DAA-0490-2017-0011-0001)

Records relating to domestic and overseas claims against and disputes with the Peace Corps that do not result in formal adversarial legal proceedings before a judicial court or administrative forum, such as the Equal Employment Opportunity Commission (EEOC). Includes complaints, settlement agreements, releases, and waivers.

**DISPOSITION:** Temporary. Cut off at case closure. Destroy 7 years after cutoff.

**Ethics Agreements Records**

Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest. Includes:

- review of recusals, resignations, reassignments, and divestitures
- determinations
- authorizations
- waivers
- waivers of disqualifications

**Note:** Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): *Prescribing Standards of Ethical Conduct for Government Officers and Employees.*

1. **Agreements for employees who do not file financial disclosure reports** (Disposition Authority: DAA-GRS-2014-0005-0017) [GRS 2.8, item 100]

   **DISPOSITION:** Temporary. Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later.

2. **Agreements for employees who file financial disclosure reports** (Disposition Authority: DAA-GRS-2014-0005-0018) [GRS 2.8, item 101]

   **DISPOSITION:** Temporary. Destroy at the same time as the employee’s last related financial report is destroyed or when no longer needed for active investigation, whichever is later.
Ethics Office of Government Ethics Program Questionnaire Records (Disposition Authority: DAA-GRS-2014-0005-0005) [GRS 2.8, item 040]

Questionnaires completed by ethics officials, such as the “Annual Agency Ethics Program Questionnaire,” the “Annual Agency Ethics Officer (DAEO) Survey,” and other questionnaires and surveys, including records created or collected to prepare responses to ethics program questionnaires and surveys.

DISPOSITION: Temporary. Destroy 3 years after submission.

Ethics Program Records (General) (Disposition Authority: DAA-GRS-2016-0006-0001) [GRS 2.8, item 010]

Records created and maintained to coordinate and manage an agency’s ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics-related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Includes:

- Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records.
- Determinations, including advice and counseling to individual employees, and supporting records.
- Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.

DISPOSITION: Temporary. Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable or when no longer needed for an active investigation; whichever is later.

Ethics Program Review Records (Disposition Authority: DAA-GRS-2014-0005-0006) [GRS 2.8, item 050]

Records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling. This includes OGE program review reports, notes and background materials produced during OGE program reviews, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.

DISPOSITION: Temporary. Destroy 6 years after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later.
Ethics Reports of Payments Accepted from Non-Federal Sources

1. **Agency reports** (Disposition Authority: DAA-GRS-2014-0005-0003) [GRS 2.8, item 030]

Reports, including the “Semiannual Report of Payments Accepted from a Non-Federal Source,” submitted by agencies to the Office of Government Ethics and reported on the OGE Form 1353 (SF 326). Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.

**DISPOSITION:** Temporary. Destroy 3 years following submission of the report to OGE.

2. **Supporting documentation** (Disposition Authority: DAA-GRS-2014-0005-0004) [GRS 2.8, item 031]

Documentation, such as statements and forms, used to complete the submitted reports.

**DISPOSITION:** Temporary. Destroy 1 year following submission of the report to OGE.

**Ethics Training Records** (Disposition Authority: DAA-GRS-2016-0014-0002) [GRS 2.6, item 020]

Records include but are not limited to:
- administration of new employee ethics orientations, annual, and other types of ethics training
- agency’s annual written plans
- notices about training requirements and course offerings
- rosters of employees required to attend and verification of training completed
- instructor guides, handbooks, handouts and other materials

**DISPOSITION:** Temporary. Destroy when 6 years old or when superseded, whichever is later.

**Financial Disclosure Reports and Related Records (Alternative or Additional)**

1. **Reports for individuals not subsequently confirmed by the U.S. Senate** (Disposition Authority: DAA-GRS-2014-0005-0014) [GRS 2.8, item 080]

**DISPOSITION:** Temporary. Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.

2. **All other reports** (Disposition Authority: DAA-GRS-2014-0005-0015) [GRS 2.8, item 081]
**DISPOSITION:** Temporary. Destroy 6 years after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.

**Financial Disclosure Reports (Confidential)**

Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records.

1. **Other Reports** (Disposition Authority: DAA-GRS-2014-0005-0012) [GRS 2.8, item 071]

   **DISPOSITION:** Temporary. Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.

2. **OGE Optional Form 450-A Reports** (Disposition Authority: DAA-GRS-2014-0005-0013) [GRS 2.8, item 072]

   **Note:** The OGE Form 450-A, filed for up to 3 consecutive years following the filing of an OGE Form 450, is an alternative disclosure report to the OGE Form 450 when there are no new interests to be reported by the filer. The “supporting OGE Form 450” cannot be destroyed until the last OGE Form 450-A report is ready for destruction.

   **DISPOSITION:** Temporary. Destroy 6 years after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.

**Financial Disclosure Reports (Public)**

Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records

1. **Reports for individuals filing in accordance with the Ethics in Government Act,** as amended (5 U.S.C. app.), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate. (Disposition Authority: DAA-GRS-2014-0005-0007) [GRS 2.8, item 060]
DISPOSITION: Temporary. Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.

2. All other reports (Disposition Authority: DAA-GRS-2014-0005-0008) [GRS 2.8, item 061]

DISPOSITION: Temporary. Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.

3. Periodic transaction reports (Disposition Authority: DAA-GRS-2014-0005-0009) [GRS 2.8, item 062]

OGE 278-T forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records.

DISPOSITION: Temporary. Destroy 7 years after receipt by the agency or when the related subsequent OGE Form 278 (SF 278) is ready for destruction 6 years later. The reports may be retained longer if needed for active investigation. This disposition instruction is mandatory; deviations are not allowed.

4. Requests to inspect or receive copies of executive branch personnel public financial disclosure reports or other covered records (OGE Form 201 or agency equivalent form) (Disposition Authority: DAA-GRS-2014-0005-0010) [GRS 2.8, item 063]

DISPOSITION: Temporary. Destroy when the requested report is destroyed. This disposition instruction is mandatory; deviations are not allowed.

Financial Disclosure Supporting Documentation (Disposition Authority: DAA-GRS-2014-0005-0016) [GRS 2.8, item 090]

Supporting documentation used to review and verify the filer’s report submission. Includes records such as:
- reviewer’s notes
- background research reports
- memorialized verbal comments of filer in response to reviewer questions

DISPOSITION: Temporary. Destroy at the same time an individual’s related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report; or when no longer needed for active investigation, whichever is later.
**Intelligence Determinations** (Disposition Authority: DAA-0490-2017-0011-0002)

Case files of individual determinations regarding eligibility for Volunteer service or Peace Corps employment under the Peace Corps suitability policy. Includes agency decisions and applicant appeals that do not result in formal adversarial legal proceedings before a judicial court or administrative forum.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 7 years after cutoff.

**Legal Advice and Guidance Records** (Disposition Authority: DAA-0490-2017-0011-0004)

Routine legal advice, activities, and guidance regarding issues affecting Peace Corps offices and posts. Records include summaries of issues, recommendations, comments, drafts, overseas legal counsel interviews or other notes, and correspondence.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 7 years after cutoff.

**Legal Opinions** (Disposition Authority: DAA-0490-2017-0011-0003)

Formal legal opinions contain analyses, interpretations, and evaluations of Peace Corp policies formed by the Office of General Counsel in relation to the Peace Corps Act and other laws and regulations administered by or affecting the Peace Corps.

**DISPOSITION:** Permanent. Cut off at the end of the calendar year. Transfer to the National Archives 20 after cutoff.

**Legislation Files** (Disposition Authority: N1-490-03-1, item 1)

Documentation of pre-enactment actions on selected legislation, proposed legislation, and other Congressional proceedings that impact Peace Corps.

**DISPOSITION:** Permanent. Transfer to the National Archives when 30 years old.

**Litigation and Adversarial Records** (Disposition Authority: DAA-0490-2017-0011-0005)

Case files relating to legal proceedings brought to a domestic or foreign judicial court or administrative forum, such as the Equal Employment Opportunity Commission. Includes complaints, subpoenas, orders, briefs, discovery documents, court actions, settlement agreements, dismissals, rulings, and correspondence.

**DISPOSITION:** Temporary. Cut off after case closure. Destroy 20 years after cutoff.
Peace Corps Manual (Disposition Authority: DAA-0490-2017-0003-0003)

Records contain the official, approved version of Peace Corps policies that govern all Peace Corps offices and actions.

DISPOSITION: Permanent. Cut off at the end of the calendar year. Transfer to NARA 5 years after cutoff.

Policy and Procedure Manual Section Development Records (Disposition Authority: DAA-0490-2017-0003-0001)

Agency policies and procedures, and deliberative documents that result in publication of official Peace Corps Manual sections. Includes memos or emails proposing revisions, correspondence or the complete mark-up/tracked changes showing each individual’s suggested revisions; meeting minutes from the Senior Policy Committee meetings that review all proposed policy additions/edits; regulatory documents affecting policies; procedures attached to policy revisions; memos or decision memos signed by the Director approving the finalized policy; interim policy statements; the final policy; and memos or email notifications summarizing the policy revisions.

DISPOSITION: Permanent. Cut off in the calendar year that the policy is approved. Transfer electronic copy to the National Archives 15 years after cutoff.


Drafts, background materials, reference copies, and other working papers. Also includes all materials for unapproved policies or unapproved policy revisions.

DISPOSITION: Temporary. Cut off in the calendar year that the policy is approved or shelved. Destroy 6 years after cutoff.

Public Comments (Unscheduled)

DISPOSITION: DO NOT DESTROY

Rule Development (Proposed) Records

DISPOSITION: DO NOT DESTROY

Rule Documents (Proposed and Final) published in the Federal Register

DISPOSITION: DO NOT DESTROY
Global Health and HIV (OGHH)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY

Global Health Services Partnership Records (GHSP) / Routine (Disposition Authority: DAA-0490-2017-0007-0002)

All other program records relating to the operation of the office. May include event announcements, marketing materials, applicant evaluations, recruitment event materials, faculty biographies, Volunteer position descriptions, and descriptions of host country medical facilities.

DISPOSITION: Temporary. Cut off at the end of the calendar year or when the program ends. Destroy 6 years after cutoff.
Grant and Cooperative Agreement Case Files (External Partnerships)

Official record of applicant case files held in the office of record. Case files containing records relating to individual grant or cooperative agreements. Records include, but are not limited to:

- applications, forms, and budget documents
- evaluation reports, panelist comments, review ratings or scores
- Notice of Grant Award or equivalent and grant terms and conditions
- state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding)
- amendment requests and actions, if any
- periodic and final performance reports (progress, narrative, financial)
- audit reports and/or other monitoring or oversight documentation
- summary reports and the like

a. **Successful Applications** (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

   **Note:** If an agency believes certain case files warrant permanent retention, it must submit a records schedule to NARA to cover these records.

   **Exclusion:** Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.

   **DISPOSITION:** Temporary. Destroy 10 years after final action is taken on file.

b. **Unsuccessful applications** (Disposition Authority: DAA-GRS-2013-0008-0006) [GRS 1.2, item 021]

   **DISPOSITION:** Temporary. Destroy 3 years after final action is taken on file.

**Monitoring and Evaluation Records** (Disposition Authority: DAA-0490-2016-0002-0001)

Headquarters evaluation specialists in multiple Peace Corps units develop guidance for post staff and Volunteers on monitoring, reporting, and evaluating posts’ programs and projects. The guidance shows how to design projects to focus on and align with post needs by applying monitoring and evaluation principles; develop metrics of the efficacy of programs and projects towards their objectives; collect, compare, and analyze sector or post-defined indicators; and report project accomplishments to Headquarters, in-country partners, and other stakeholders. Consists of quick tips, and guidance about how to design, monitor, and evaluate plans, projects, and programs, including workshop materials.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
President’s Emergency Plan for AIDS Relief (PEPFAR) Interagency Agreement Records (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

Consists of the administration and allocation of PEPFAR funds to posts. Monies come from the State Department through an Inter-Agency Agreement (IAA) between the Peace Corps and State Department and are distributed to overseas posts. Case files containing records relating to individual grant or cooperative agreements. Records include but are not limited to budgeting, obligations, outlays, reporting data, implementation plans, program monitoring reporting, and accountability. Records related to the coordination, implementation, execution, monitoring, and completion of grant and cooperative agreement programs, such as:

• background files
  o Program Announcements
  o Notice of Funding Availability or Funding Opportunity Announcement, including Federal Register notices
  o Requests for Proposals
• application packages (blank forms, instructions, guidelines, templates, checklists, evaluation criteria, etc. for a specific funding opportunity)
• application evaluation files (panel composition, correspondence, instructions, etc. for a specific funding opportunity)

Exclusion: Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.

DISPOSITION: Temporary. Destroy 10 years after final action is taken on file.

Programming Training Records (Disposition Authority: DAA-0490-2016-0002-0002)

Headquarters programming specialists and subject matter experts in multiple Peace Corps units create content that assists Volunteers/Trainees, headquarters staff and post programming and training staff on how to effectively conduct programs and projects that meet the needs of host country priorities. Includes materials such as training content about specific sector or initiative subjects (such as agriculture, youth, or gender equality); lesson plans and activities; project framework guidance; technical workshop materials; and information briefs.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

Volunteer Activity Support and Training (VAST) Grant Case Files (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

Grant case files for overseas posts to promote health training programs that include an HIV prevention and care component. Records consist of but are not limited to applications from Volunteers, evaluation reports, progress and final performance reports, and oversight documentation. Case files are maintained in Peace Corps Grants Online.
(PCGO) in the Office of Strategic Partnerships (OSP). Case files containing records relating to individual grant or cooperative agreements. Records include but are not limited to budgeting, obligations, outlays, reporting data, implementation plans, program monitoring reporting, and accountability. Records related to the coordination, implementation, execution, monitoring, and completion of grant and cooperative agreement programs, such as:

• background files
  o Program Announcements
  o Notice of Funding Availability or Funding Opportunity Announcement, including Federal Register notices
  o Requests for Proposals

• application packages (blank forms, instructions, guidelines, templates, checklists, evaluation criteria, etc. for a specific funding opportunity)

• application evaluation files (panel composition, correspondence, instructions, etc. for a specific funding opportunity)

Exclusion: Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.

**DISPOSITION:** Temporary. Destroy 10 years after final action is taken on file.
Global Operations (OGO)

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records**
- **Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


**DISPOSITION:** DO NOT DESTROY

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records**
- **Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION:** DO NOT DESTROY

**Volunteer Information Database Application (VIDA) Records** (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.

**DISPOSITION:** Temporary. Cut off at the end of the fiscal year in which the Volunteer is separated or resigns. Destroy 6 years after cutoff.
Staging and Pre-Departure (SPD)

**Staging Events Administrative Files (Financial management and reporting administrative records)** (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

Administrative records pertaining to individual staging events. Includes facility information and accommodation costs, record of travel arrangements, payment of overseas departure allowance for trainees, and payments for travel allowance. Records related to managing financial activities and reporting. Records include:

- correspondence
- subject files
- feeder reports
- workload management and assignment records

**DISPOSITION:** Temporary. Destroy when 3 years old.

**Staging Project Files** (Disposition Authority: DAA-0490-2017-0001-0001)

Records which document trainee orientations and staging events. Includes invitations, reporting instructions, roster of participants, names of trainers, and information provided to trainees.

**DISPOSITION:** Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.
Health Services (OHS)

NEW ITEM - **Associate Director / Deputy Director (or Equivalent) Program Records - Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies. Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

**DISPOSITION:** DO NOT DESTROY

NEW ITEM - **Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION:** DO NOT DESTROY

**Applicant Medical Case Files** (Disposition Authority: NC1-362-77-3, item 1)

Contains correspondence, application, forms and other records regarding medical information including physical and dental examinations and eyeglass prescription.

**DISPOSITION:**

1a. Destroy rejected applicant files after 1 year.
1b. Destroy records of trainees who do not become Volunteers after 2 years.
1c. Acceptable applicant files will become a part of the trainee or Volunteer’s official medical record.

**Health Records / Medical Records** (Disposition Authority: N1-490-12-4, item 5)

These Volunteer health records (also known as 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, medical site visits, laboratory tests, immunization record, eye glass prescriptions, and other health/medical records.

**INSTRUCTIONS:** Posts uploads into PCMEDICS and verifies successful conversion. HQ/Office of Health Services is responsible for maintaining records until they have met their disposition requirements.

**DISPOSITION:** Temporary. Cut off upon Close of Service (COS) or termination of the Volunteer. Destroy 50 years after cutoff.

**Health Surveillance Records** (Disposition Authority: N1-490-97-2, item 1a)

Peace Corps Medical Officer (PCMO) Reports to Staff Epidemiologist. On-going, PCMO-generated reports to Peace Corps Washington related to health and safety of Peace Corps Trainees and Volunteers; records used to complete annual Volunteer health report. Reports comprised of epidemiologic surveillance system, assaults notification surveillance system, in-country hospitalization surveillance system, and country-sponsored medical evacuations; files include cables, facsimile transmittals, and memos.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year and retire to Federal Records Center. Destroy 5 years after cutoff.

**Inventory of Specially Designated and Controlled Substance Medical Supplies** (Disposition Authority: DAA-0490-2019-0003-0001)

Inventories of Specially Designated and Controlled Substance Medical Supplies completed by every Peace Corps overseas Post on a quarterly and ad hoc basis (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). Posts send the inventories to HQ for review.

**DISPOSITION:** Temporary. Cut off at end of year in which Post sends inventory to Headquarters. Maintain in folders by calendar year in which inventory was received. Destroy 7 years after cutoff.
Management Evaluations (Disposition Authority: N1-490-94-2, item 1a)

This series consists of periodic reports on the organization and procedures of OMS by the General Accounting Office, private auditing firms, and the Joint Commission on Accreditation of Healthcare Organization or similar organization.

DISPOSITION: Permanent. Transfer to the National Archives at the end of the calendar year in which reports are published.

Medevac Ad Hoc Reports (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

These records consist of customized reports prepared on a one-time basis to answer specific questions or provide specific information. Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record.
- ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report

DISPOSITION: Temporary. Destroy upon verification of successful creation of the final document or file.

Medevac Related Documentation (Disposition Authority: DAA-GRS-2013-0005-0003) [GRS 3.1, item 051]

These records consist of user’s manuals, codebooks and other related documentation necessary to understand the Medevac system. Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent.

DISPOSITION: Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system.

Medevac System (Disposition Authority: N1-490-95-4, item 1a)

This Office of Medical Services automated system contains data from 1990 to the present on Peace Corps Volunteers (PCVs) who have been medically evacuated. Data from the system is used by Office of Medical Services for internal analysis.

Medevac System:
The system contains PCV names, gender and Social Security Numbers, country status, PCV status information, destination, number of nights in hospital and internal agency codes.
**DISPOSITION:** Temporary. Maintain data in Office of Medical Services. Destroy when 25 years old.

**Medical Screening Guidelines** ( Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Medical Technical Guidelines (TG)** (Disposition Authority: N1-490-95-10, item 1a)

The Office of Medical Services (OMS) issues the Medical Technical Guidelines to provide the programmatic and clinical guidance for the operation of the Volunteer Health System overseas.

**DISPOSITION:** Temporary. Cut off when volume is superseded. Destroy 20 years after cutoff.

**Reports and Studies of Staff Epidemiologist** (Disposition Authority: N1-490-94-2, item 2a)

This series consists of reports prepared for staff and Volunteer information on health hazards, epidemiological conditions in host countries, and recommended precautions for field personnel.

**DISPOSITION:** Permanent. Transfer to the National Archives at the end of the calendar year in which reports are published.

**Training Records** (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, and headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Volunteer / Trainee Death or Disappearance Case Files, 1962 to present** (Disposition Authority: N1-490-95-9, item 1)

These records consist of applications, cables, correspondence, death certificates, memorandums, property inventories, press clippings, resumes, reports, and other materials relating to the death or disappearance of Volunteers and Trainees.

1a (1) Microfiche files, 1962-1992
**DISPOSITION:** Permanent. Maintain in Counseling and Outreach Unit. Transfer to the National Archives and Records Administration in January 2011, when the most recent file is 30 years old.

1a (2) Paper files, 1981 to present

**DISPOSITION:** Permanent. Maintain in Counseling and Outreach Unit. Transfer to the National Archives and Records Administration annually when the files are 30 years old.

1a (3) Videotapes, 1992 to present

**DISPOSITION:** Permanent. Maintain in Counseling and Outreach Unit. Transfer to the National Archives and Records Administration in five-year blocks when the oldest tape is 10 years old. [Job No. N1-362-90-3]

1a (4) Slides, 1962 to 1980

**DISPOSITION:** Permanent. Maintain in Counseling and Outreach Unit. Transfer to the National Archives and Records Administration in five-year blocks when the oldest material is 10 years old. [Job No. N1-490-92-2]

1b Overseas Post Files

**DISPOSITION:** Permanent. Transfer to Office of Health Services, Counseling and Outreach Unit at Headquarters after completion of investigation. Interfile original material in HQ file, Item 1a(2), N1-490-95-9. *(Note: Post records duplicating material in the HQ file may be destroyed by the Counseling and Outreach Unit at the time of interfiling.)*

**Workers Compensation Programs Claims Files** (Disposition Authority: N1-490-97-1, item 1)

These are medical case history files consisting of occupational injuries and illnesses and medical reports on Peace Corps Volunteers who have claimed job related injuries or illness. The records are maintained in order to provide data required by the Department of Labor, Office of Workers Compensation Programs.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year in which the case is closed; retire files to Federal Records Center two years after cutoff. Destroy 15 years after cutoff.
Human Resources Management (HRM)

**NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


**DISPOSITION: DO NOT DESTROY**

**NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION: DO NOT DESTROY**

**Administrative Grievance, Disciplinary, Performance-based, and Adverse Action Case Files** (Disposition Authority: DAA-GRS-2018-0002-0006) [GRS 2.3, item 060]

- Records of grievances filed by covered entities (for instance, employees who are not members of a bargaining unit). Includes:
  - statement of grievance, supporting documentation, and evidence
  - statements of witnesses, records of interviews and hearings
  - examiner’s findings, recommendations, decisions
- Records of disciplinary and performance-based actions against employees. Includes:
• performance appraisal, performance improvement plan, and supporting documents
• recommended action, employee’s reply
• records of hearings and decisions
• records of appeals

• Records of adverse actions (suspension, removal, reduction in grade, reduction in pay, or furlough) against employees. Includes:
  • proposed adverse action, employee’s reply
  • statements of witnesses
  • records of hearings and decisions
  • letters of reprimand
  • records of appeals

Note 1: Letter of reprimand filed in an employee’s Official Personnel File is scheduled by GRS 2.2, item 041.

Note 2: Per OPM, each agency must select one fixed retention period, between 4 and 7 years, for all administrative grievance, adverse action, and performance-based action case files. Agencies may not use different retention periods for individual cases.

**DISPOSITION:** Temporary. Destroy no sooner than 4 years but no later than 7 years (see Note 2) after case is closed or final settlement on appeal, as appropriate.

**Certificates of Classification** (Disposition Authority: DAA-GRS-2014-0002-0005) [GRS 2.1, item 040]

Certificates a Federal agency receives from OPM, stating final decision on a position classification appeal.

**DISPOSITION:** Temporary. Destroy 2 years after position is abolished or description is superseded.

**Classification Standards** (Disposition Authority: DAA-GRS-2014-0002-0001) [GRS 2.1, item 010]

Correspondence and other records relating to developing classification standards specific to a single agency or all agencies, including notice of Office of Personnel Management (OPM) approval or disapproval.

**Exclusion:** OPM’s case files on classification standards are not covered by this item.

**DISPOSITION:** Temporary. Destroy 2 years after standard is superseded, canceled, or disapproved by OPM.
Delegated Authority Audits (Disposition Authority: DAA-GRS-2014-0002-0022) [GRS 2.1, item 160]

Reports of delegated examining operations audit delivered to the audited agency.

DISPOSITION: Temporary. Destroy when 3 years old.

Delegation of Authority for Examination and Certification Records (Disposition Authority: DAA-GRS-2014-0002-0021) [GRS 2.1, item 150]

Agreements and related records created under the authority of 5 U.S.C. 1104 by which OPM delegates to an agency the authority to examine and certify applicants for employment.

DISPOSITION: Temporary. Destroy 3 years after agreement terminates.

Donated Leave Program Administrative Records (Disposition Authority: DAA-GRS-2016-0015-0008) [GRS 2.4, item 070]

Records related to managing the program, including:
• records of leave bank management
• records of leave bank governing board award decisions
• publicity and program announcements
• statistical and narrative reports
• similar records not linked to individual employee participation

DISPOSITION: Temporary. Destroy when 3 years old.

Donated Leave Program Individual Case Files (Disposition Authority: DAA-GRS-2016-0015-0009) [GRS 2.4, item 071]

Records documenting leave donation and receipt, including recipient applications; agency approvals or denials; medical or physician certifications; and records of leave donations, supervisor approvals, leave transfers, payroll notifications, and terminations from the program.

DISPOSITION: Temporary. Destroy 1 year after the employee receiving leave is no longer participating in the program.

Employee Assistance Program (EAP) Counseling Records

Records of individuals who have sought or been referred to counseling services provided through the Employee Assistance Program (EAP). May include records of family members and dependents.
1. **Records related to employee performance or conduct** (Disposition Authority: DAA-GRS-2017-0010-0014) [GRS 2.7, item 090]

Records of counseling services provided through the EAP for performance or conduct reasons. Records include documentation of:
- leave and attendance
- performance
- alleged inappropriate behavior or workplace violence
- reason for referral
- management interventions
- illegal drug or alcohol use
  - test results for use of illegal drugs
  - test results for alcohol consumption on the job
  - substance abuse assessment, treatment, aftercare, and monitoring records

**Note:** GRS 2.3, Employee Relations Records, covers adverse action files under item 061 and performance-based action files under item 062.

**DISPOSITION:** Temporary. Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated.

2. **Records not related to performance or conduct** (Disposition Authority: DAA-GRS-2017-0010-0015) [GRS 2.7, item 091]

Records documenting nature of an individual's problem and participation in a treatment or rehabilitation program. Records may include documentation of treatment by a private therapist or a therapist at a Federal, State, local government, or private institution.

Includes:
- Privacy Act and signed written consent forms
- psychosocial history and assessments
- medical records
- correspondence with the client
- clinical and education interventions
- records of attendance at treatment, kinds of treatment, and counseling programs
- identity and contact information of treatment providers
- name, address, and phone number of treatment facilities
- notes and documentation of internal EAP counselors
- insurance data
- intervention outcomes

**DISPOSITION:** Temporary. Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the state-specific statute of limitations has expired for contract providers subject to state requirements.
**Employee Drug Test Acknowledgment of Notice Forms** (Disposition Authority: DAA-GRS-2017-0010-0017) [GRS 2.7, item 110]

Forms completed by employees whose positions are designated sensitive for drug testing purposes, acknowledging they have received notice and they may be tested.

**DISPOSITION:** Temporary. Destroy when employee separates from testing-designated position.

**Employee Drug Test Plans, Procedures, and Scheduling Records** (Disposition Authority: DAA-GRS-2017-0010-0016) [GRS 2.7, item 100]

Drug testing program records pertaining to the development of procedures, such as the determination of testing incumbents in designated positions and selection of specific employees/applicants for testing. Includes:
- agency copies of plans and procedures, with related drafts, correspondence, and memoranda
- lists of selectees
- notification letters
- testing schedules

**Exclusion 1:** Documents filed in record sets of formally issued documents, such as directives, procedure handbooks, and operating manuals. Schedule these on agency-specific schedules.

**Exclusion 2:** Consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Pub. L. 100-71, 503(f), are covered in GRS 5.7, Agency Accountability Records.

**Exclusion 3:** Oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice. Schedule these on agency-specific schedules.

**DISPOSITION:** Temporary. Destroy when 3 years old or when superseded or obsolete.

**Employee Drug Test Results**

Records documenting individual test results, including testing reports, notification of employees and employing offices, and documents relating to follow-up testing.

**Exclusion:** Drug test results of applicants for employment are covered by Employee Acquisition Records DAA-GRS-2014-0002-0006 [GRS 2.1, item 050] and DAA-GRS-2014-0002-0007 [GRS 2.1, item 051].
1. **Positive results** (Disposition Authority: DAA-GRS-2017-0010-0019) [GRS 2.7, item 130]

   **DISPOSITION:** Temporary. Destroy when employee leaves the agency or when 3 years old, whichever is later.

2. **Negative results** (Disposition Authority: DAA-GRS-2017-0010-0020) [GRS 2.7, item 131]

   **DISPOSITION:** Temporary. Destroy when 3 years old.

**Employee Incentive Award Records** (Disposition Authority: DAA-GRS-2017-0007-0003) [GRS 2.2, item 030]

   Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.

   **Exclusion:** Records of Department-level awards require agency-specific schedules.

   **DISPOSITION:** Temporary. Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later.

**Employee Management Administrative Records** (Disposition Authority: DAA-GRS-2017-0007-0001) [GRS 2.2, item 010]

   Records on routine office program support, administration, and human resources operations. Includes:
   - reports, including annual reports to the Department of State concerning the number of official passports issued and related matters
   - reports from subordinate units regarding statistics and other reporting measures
   - general correspondence with internal agency offices and with OPM
   - general correspondence with travelers regarding official passport application procedures and documentation requirements
   - statistics, including lists of official passport holders

   **Exclusion:** Agency reports received by the Department of State document the Department's mission and must be scheduled by the Department.

   **DISPOSITION:** Temporary. Destroy when 3 years old.
Employee Performance File System Records

Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency’s performance appraisal system.

**Exclusion:** Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to the National Archives.

1. **Acceptable performance appraisals of non-senior executive service employees** (Disposition Authority: DAA-GRS-2017-0007-0008) [GRS 2.2, item 070]

Performance records for employees as defined in 5 U.S.C. 4301(2).

**Exclusion:** Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by DAA-GRS-2017-0007-0011 [GRS 2.2, item 073].

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

2. **Unacceptable performance appraisals of non-senior executive service employees** (Disposition Authority: DAA-GRS-2017-0007-0009) [GRS 2.2, item 071]

Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents.

**DISPOSITION:** Temporary. Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed.

3. **Records of senior executive service employees** (Disposition Authority: DAA-GRS-2017-0007-0010) [GRS 2.2, item 072]

Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards.

**Exclusion:** Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by DAA-GRS-2017-0007-0011 [GRS 2.2, item 073].
**GUIDE TO PEACE CORPS’ RECORDS SCHEDULES - HQ**

**Page | 109**

**DISPOSITION:** Temporary. Destroy no sooner than 5 years after date of appraisal.

4. **Performance records superseded through an administrative, judicial, or quasi-judicial procedure** (Disposition Authority: DAA-GRS-2017-0007-0011) [GRS 2.2, item 073]

Superseded performance records of both non-senior executive service employees and senior executive service employees.

**DISPOSITION:** Temporary. Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.

**Employees Hired Under Special Temporary Authority (Records Related to Individual Employees)** (Disposition Authority: DAA-GRS-2014-0002-0017) [GRS 2.1, item 130]

Includes participant agreement, records of mentoring, documentation that employee fulfilled educational and other requirements, and conversion to a permanent position.

**DISPOSITION:** Temporary. Destroy 2 years after employee is converted to a permanent position or leaves a program.

**Employment Eligibility Verification Records** (Disposition Authority: DAA-GRS-2017-0007-0007) [GRS 2.2, item 060]

Employment Eligibility Verification form I-9 and any supporting documentation.

**DISPOSITION:** Temporary. Destroy 3 years after employee separates from service or transfers to another agency.

**Excepted Service Appointment Records**

Records created in filling permanent or temporary job vacancies by noncompetitive appointment under Schedules A, B, or D (as defined in 5 CFR 213.3101, 3201, 3301 and 3401). Includes (as appropriate):

- application, attachments, and supplemental forms
- documentation of eligibility for excepted service appointment
- proof of special qualifications
- resume or other proof of employment, education, or relevant experience
- proof of disability issued by a licensed medical professional
- certification of job readiness
- notice of appointment, terms, and acceptance

1. **Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined**
in 5 CFR 213.3102(u) (Disposition Authority: DAA-GRS-2014-0002-0018) [GRS 2.1, item 110]

**DISPOSITION:** Temporary. Destroy 5 years after candidate enters on duty, is no longer under consideration, or declines offer.

2. **Case files related to all other appointees** (Disposition Authority: DAA-GRS-2014-0002-0019) [GRS 2.1, item 111]

**DISPOSITION:** Temporary. Destroy 2 years after candidate enters on duty, is no longer under consideration, or declines offer.

**Family Medical Leave Act Program Administrative Records** (Disposition Authority: DAA-GRS-2016-0015-0019) [GRS 2.4, item 140]

Records related to managing the program, including copies of policies and guidance describing employee benefits and employee use of paid and unpaid leave under the FMLA, statistics, reports, and other records not linked to individual employee participation.

**DISPOSITION:** Temporary. Destroy 3 years after superseded or obsolete.

**Family Medical Leave Act Program Individual Case Files** (Disposition Authority: DAA-GRS-2016-0015-0020) [GRS 2.4, item 141]

Includes:
- employee eligibility to participate in program
- eligibility notice given to employee
- notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them
- medical certifications
- employee identification data
- records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid
- leave request, approval/non-approval
- leave records
- records of premium payments of employee benefits
- records of disputes between employers and eligible employees regarding designation of leave as FMLA leave
- periodic reports of employee status and intent to return to work

**DISPOSITION:** Temporary. Destroy 3 years after conclusion of leave being taken.
Harassment Complaint Case Files (Disposition Authority: DAA-GRS-2018-0002-0005 [GRS 2.3, item 050])

Records of complaints regarding unwelcome workplace conduct, filed in accordance with agency policies and procedures. Includes:
- complaint, correspondence, notes, forms, and supporting material
- records of investigation, statements of witnesses
- determination as to whether harassment occurred
- documentation of preventive or corrective measures

DISPOSITION: Temporary. Destroy 7 years after close of case.

Health Benefits Requests Under Spouse Equity

Applications and related papers. If applications are denied, may include denial.

1. Successful applications, including those denied and successfully appealed [GRS 2.4, item 110]

INSTRUCTIONS: Transfer to appropriate retirement system after enrollment is cancelled or terminated, or annuity payment begins.

2. Denied applications (Disposition Authority: DAA-GRS-2016-0015-0014) [GRS 2.4, item 111]

DISPOSITION: Temporary. Destroy 1 year after original denial, denial of appeal, or final court order, whichever is appropriate.

Interview Records (Disposition Authority: DAA-GRS-2014-0002-0008) [GRS 2.1, item 090]

Case files related to filling job vacancies, held by hiring official and interview panel members. Includes:
- copies of records in the job vacancy case file (item 050 and 051)
- notes of interviews with selected and non-selected candidates
- reference check documentation

DISPOSITION: Temporary. Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a nonselection, or final settlement of any associated litigation, whichever is later.

Job Application Packages (Disposition Authority: DAA-GRS-2014-0002-0011) [GRS 2.1, item 060]

Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog. Includes:
• application  
• resume  
• supplemental forms  
• other attachments  

**Note:** This item is only for copies of materials submitted to and maintained in systems that receive job applications. Copies of these records used to fill job vacancies are covered under job vacancy case files DAA-GRS-2014-0002-0006 [GRS 2.1, item 050] and DAA-GRS-2014-0002-0007 [GRS 2.1, item 051].

**DISPOSITION:** Temporary. Destroy 1 year after date of submission.

**Job Vacancy Case Files**

Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:

• request for lists of eligible candidates  
• job announcement  
• examination announcement  
• job analysis, assessment criteria, and crediting plan  
• basis for certification  
• applications, resumes, supplemental forms, other attachments  
• list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification  
• certificates, registers or lists of eligible candidates issued to selecting officials  
• job-related test records  
• mandatory applicant drug test records  
• annotated certificates of eligible candidates returned by selecting officials  
• job offers  
• records of job offer being accepted or declined  
• correspondence/documentation of announcement or recruiting operation

1. **Records of one-time competitive and Senior Executive Service announcements / selections** (Disposition Authority: DAA-GRS-2017-0011-0001) [GRS 2.1, item 050]

**DISPOSITION:** Temporary. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.

2. **Records of standing register competitive files for multiple positions filled over a period of time** (Disposition Authority: DAA-GRS-2017-0011-0002) [GRS 2.1, item 051]

**DISPOSITION:** Temporary. Destroy 2 years after termination of register.
**Labor Management Relations Agreement Negotiation Records** (Disposition Authority: DAA-GRS-2018-0002-0015) [GRS 2.3, item 130]

Records relating to negotiations with labor unions. Includes:
- negotiation agreements
- requests to bargain
- bargaining session records/notes
- correspondence, memoranda, forms
- reports
- other records relating to the negotiated agreements and general relationship between management, employee unions and other groups

**DISPOSITION:** Temporary. Destroy 5 years after expiration of agreement or final resolution of case, as appropriate.

**Notifications of Personnel Actions** (Disposition Authority: DAA-GRS-2017-0007-0006) [GRS 2.2, item 050]

Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.

**Exclusion:** SF-50s filed in the OPF. DAA-GRS-2017-0007-0004 [GRS 2.2, item 040] and DAA-GRS-2017-0007-0005 [GRS 2.2, item 041] cover these records.

**DISPOSITION:** Temporary. Destroy when business use ceases.

**Official Personnel Folder (OPF) / Electronic OPF (eOPF)**

The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.

**Exclusion:** Agencies not subject to OPM recordkeeping requirements under title 5, U.S. Code, should apply their own agency-specific schedule.

Note 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.

Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by GRS 5.2, Transitory and Intermediary Records, item 020.

1. **Long-term records** (Disposition Authority: DAA-GRS-2017-0007-0004) [GRS 2.2, item 040]
Records of separated employees saved to the “permanent” folder in the eOPF or filed on the right side of the hardcopy OPF.

**Exclusion:** OPFs for employees separated prior to December 31, 1973. It is the responsibility of OPM to schedule these records.

**DISPOSITION:** Temporary. Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner.

### 2. Short-term records (Disposition Authority: DAA-GRS-2017-0007-0005) [GRS 2.2, item 041]

Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF.

Exclusion: USCIS Form I-9 and performance related records. See item 060 of this schedule for I-9 Forms and items 070, 071, 072, and 073 for disposition of temporary performance-related records.

**DISPOSITION:** Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.

---

**Payroll Program Administrative Records**

Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee’s pay.

1. **Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes** (Disposition Authority: DAA-GRS-2016-0015-0006) [GRS 2.4, item 060]

**DISPOSITION:** Temporary. Destroy when 2 years old.

2. **Payroll system reports providing fiscal information on agency payroll** (Disposition Authority: DAA-GRS-2016-0015-0007) [GRS 2.4, item 061]

**DISPOSITION:** Temporary. Destroy when 3 years old or after GAO audit, whichever comes sooner.

---

**Payroll Record for Each Pay Period** (Disposition Authority: DAA-GRS-2016-0015-0004) [GRS 2.4, item 040]

Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity.
DISPOSITION: Temporary. Destroy when 56 years old.

Payroll Records - Records Used to Calculate Payroll, Arrange Paycheck Deposit, and Change Previously Issued Paychecks (Disposition Authority: DAA-GRS-2019-0004-0001) [GRS 2.4, item 010]

Includes:
• additions to paychecks
  o child care subsidies
  o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number)
  o other additions
• deductions from paychecks
  o insurance o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.)
  o flexible spending accounts, such as medical savings and dependent care assistance
  o union dues
  o Combined Federal Campaign
  o garnishments (IRS form 668A—Notice of Levy—and similar records)
  o Treasury bond purchases
  o other deductions
• authorizations for deposits into bank accounts
• changes or corrections to previous transactions either at paying agency or payroll processor
• Fair Labor Standards Act exemption worksheets

DISPOSITION: Temporary. Destroy 3 years after paying agency or payroll processor validates data.

Political Appointment (Schedule C) Records

Records regarding evaluation of individuals’ suitability for non-career positions by non-competitive appointment under Schedule C (as defined in 5 CFR 213.3101, 3201, 3301 and 3401). Includes:
• applications for employment
• resumes
• individuals’ background information
• ethics pledges and waivers
• security clearances
• correspondence
• other documentation relating to the selection, clearance, and appointment of political appointees
**Exclusion:** Records of Schedule C Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) are not covered by this item and must be scheduled by the agency.

**1. Records (except Ethics Pledges and Waivers) related to Appointees**
(Disposition Authority: DAA-GRS-2014-0002-0014) [GRS 2.1, item 100]

**DISPOSITION:** Temporary. Destroy after separation. Retention up to end of administration under which individual was hired is authorized.

**2. Ethics Pledges and Waivers of Appointees** [GRS 2.1, item 101]

**INSTRUCTION:** File in appointee’s Official Personnel File, per Executive Order 13490.

**3. Records related to Non-Appointees** (Disposition Authority: DAA-GRS-2014-0002-0015) [GRS 2.1, item 102]

**DISPOSITION:** Temporary. Destroy 1 year after consideration of the candidate ends. Retention up to end of administration under which individual was considered is authorized.

**Position Descriptions**

Records relating to developing, editing, classifying, and evaluating position descriptions, including information on title, series, grade, duties, and responsibilities.

**1. Official record copy of position description** (Disposition Authority: DAA-GRS-2014-0002-0002) [GRS 2.1, item 020]

Copy held at Human Resources office.

**DISPOSITION:** Temporary. Destroy 2 years after position is abolished or description is superseded.

**2. Copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF) and supervisor’s personnel file** [GRS 2.1, item 021]

**INSTRUCTION:** Destroy in accordance with disposal instructions for associated file. (See GRS 2.2 section on OPFs.)

**3. All other related records** (Disposition Authority: DAA-GRS-2014-0002-0003) [GRS 2.1, item 022]

Includes:

- case file at position’s program office
• background material in Human Resources case file
• other copies of records in item 020

**DISPOSITION:** Temporary. Destroy when position description is final.

**Position Reviews and Classification Appeals** (Disposition Authority: DAA-GRS-2014-0002-0004) [GRS 2.1, item 030]

Records an agency creates and receives when reviewing a position’s classification in response to a classification appeal to the agency Human Resources function or directly to OPM, including records of desk audits.

**DISPOSITION:** Temporary. Destroy 3 years after final decision.

**Pre-Appointment Files**

Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty.

1. **Records documenting background investigation or vetting of prospective employees to determine eligibility for security clearance and sensitive positions** [GRS 2.1, item 140]

   Included are forms in the SF-85 family, finger print charts, and related correspondence.

   **INSTRUCTIONS:** Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate.

2. **Records appropriate for inclusion in OPF**

   Such as designation of beneficiary, life insurance election, and health benefits registration.

   **a. Records concerning prospective employees who enter on duty** [GRS 2.1, item 141]

   **INSTRUCTIONS:** Forward to appropriate human resources office to include in OPF after employee enters on duty.

   **b. Records concerning prospective employees who do not enter on duty** (Disposition Authority: DAA-GRS-2014-0002-0009) [GRS 2.1, item 142]

   **DISPOSITION:** Temporary. Destroy 1 year after prospective employee is no longer a candidate.

3. **Copies of records included in job vacancy case file (items 050 or 051)** (Disposition Authority: DAA-GRS-2014-0002-0010) [GRS 2.1, item 143]
DISPOSITION: Temporary. Destroy after prospective employee enters on duty, declines appointment, or is no longer a candidate.

Requests for Non-Competitive Personnel Action (Disposition Authority: DAA-GRS-2014-0002-0013) [GRS 2.1, item 080]

Agency copy of requests submitted to OPM for approval of non-competitive personnel action on such matters as promotion, transfer, reinstatement, or change in status.

DISPOSITION: Temporary. Destroy 1 year after approval is granted or denied.

Separation Program Management Records

Records documenting the general work process to release career, temporary, and political appointment employees from employment status. Includes:

- registers of separation or transfers such as SF-2807, SF-3103, or similar records;
- retention registers and related records;
- reports, correspondence, and control documents;
- exit interview compilations identifying and tracking trends.

1. Records not specific to an agency separation initiative (Disposition Authority: DAA-GRS-2014-0004-0001) [GRS 2.5, item 010]

   DISPOSITION: Temporary. Destroy when no longer required for business use.

2. Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs. (Disposition Authority: DAA-GRS-2014-0004-0002) [GRS 2.5, item 011]

   DISPOSITION: Temporary. Destroy 2 years after date of program closure.

SF 52 log (HRM Database) ( Unscheduled)

DISPOSITION: DO NOT DESTROY

Special Hiring Authority Program Records (Disposition Authority: DAA-GRS-2014-0002-0016) [GRS 2.1, item 120]

Records an agency creates and receives that document its administration of special hiring authority programs such as summer, student, intern, and other temporary hiring authorized by OPM.

DISPOSITION: Temporary. Destroy 2 years after hiring authority closes.
**Tax and Wage Statements** (Disposition Authority: DAA-GRS-2016-0015-0005) [GRS 2.4, item 050]

Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.

**DISPOSITION:** Temporary. Destroy when 4 years old.

**Tax Withholding and Adjustment Documents** (Disposition Authority: DAA-GRS-2016-0015-0002) [GRS 2.4, item 020]

Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.

**DISPOSITION:** Temporary. Destroy 4 years after superseded or obsolete.

**Telework / Alternate Worksite Program Case Files** (Disposition Authority: DAA-GRS-2018-0002-0004) [GRS 2.3, item 040]

Includes:
- agency/employee agreements
- records such as questionnaires relating to the safety of the worksite
- records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies’ Personally Identifiable Information policies

**DISPOSITION:** Temporary. Destroy when superseded or obsolete or 1 year after end of employee’s participation in program, whichever is sooner.

**Time and Attendance Records** (Disposition Authority: DAA-GRS-2019-0004-0002) [GRS 2.4, item 030]

Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees’ presence at or absence from work.

**DISPOSITION:** Temporary. Destroy when 3 years old.

**Unemployment Compensation Records** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY
Volunteer Service Case Files

Records documenting service performed without compensation by people not under a Federal appointment. Includes both students as defined in 5 U.S.C. 3111 and nonstudents. Records include:
• volunteer agreements documenting position title, office title, duty location, days/hours on duty
• parental approval forms
• performance evaluations
• training information
• certificates of appreciation
• correspondence documenting inclusive dates of service and total hours or days worked

a. Case files on volunteers (DAA-GRS-2017-0007-0016) [GRS 2.2, item 110]

Exclusion: Records documenting service for volunteers (students) who receive Federal appointments or for whom service is creditable for leave or any other employee benefits. Items 040 and 041 of this schedule cover these records.

DISPOSITION: Temporary. Destroy 4 years after volunteer departs service.

b. Case files on individuals whose applications were rejected or withdrawn (DAA-GRS-2017-0007-0017) [GRS 2.2, item 111]

DISPOSITION: Temporary. Destroy when 1 year old.

Volunteer Service Program Administrative Records (DAA-GRS-2017-0007-0015) [GRS 2.2, item 100]

Records documenting routine administration, internal procedures, and general activities, including:
• general correspondence
• annual reports on volunteer activities

DISPOSITION: Temporary. Destroy when 3 years old.

Workers’ Compensation (Personnel Injury Compensation) Records

Federal Employees’ Compensation Act case files on injuries Federal employees sustain, while performing their duties that result in lost time or death, whether or not the employee filed a workers’ compensation claim.
Includes:
• forms, reports, correspondence, claims
• medical and investigatory records
• administrative determinations or court rulings
• payment records

Exclusion 1: Copies filed in the Employee Medical Folder.
Exclusion 2: Records created and maintained by the Department of Labor’s Office of Workers’ Compensation.

1. Records of agencies that forward case file material to DOL for retention in DOL’s master OWCP records (Disposition Authority: DAA-GRS-2016-0015-0015) [GRS 2.4, item 100]

DISPOSITION: Temporary. Destroy 3 years after compensation ceases or when deadline for filing a claim has passed.

2. Records of agencies that do not forward case file material to DOL for retention in DOL’s master OWCP records (Disposition Authority: DAA-GRS-2016-0015-0013) [GRS 2.4, item 101]

DISPOSITION: Temporary. Destroy 15 years after compensation ceases or when deadline for filing a claim has passed.

Workforce and Succession Planning Records (Disposition Authority: DAA-GRS-2017-0007-0002) [GRS 2.2, item 020]

Records about workforce planning and analysis, including succession planning, developed in support of executive-level and other agency planning initiatives. Includes:
- planning and analysis models
- planning data
- briefing materials
- studies and surveys
- lists of functions and staff at key locations

Exclusion: Records maintained by executives responsible for policy formulation or other high-level actions. Schedule these on agency-specific schedules.

DISPOSITION: Temporary. Destroy 3 years after issuing each new plan.
Innovation

**Innovation Records** (Disposition Authority: DAA-0490-2015-0002-0001)

Consists of materials pertaining to various technological challenges facing Peace Corps offices and Volunteers. Files include but are not limited to research materials, recommendations, and solutions, such as language translators and smartphone applications; copies of articles published in "Peace Corps Times" and other internal and external publications; copies of press releases; and notes prepared for radio interviews.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 5 years after cutoff.
 Inspector General (OIG)

NEW ITEM - **Associate Director / Deputy Director (or Equivalent) Program Records - Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies. Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

**DISPOSITION**: DO NOT DESTROY

NEW ITEM - **Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION**: DO NOT DESTROY

**Access and Disclosure Request Files (FOIA Appeals Files)** (Disposition Authority: DAA-GRS-2016-0002-0001) [GRS 4.2, item 020]

Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by:

- granting the request in full;
- granting the request in part;
- denying the request for any reason including:
  - inability to fulfill request because records do not exist;
inability to fulfill request because request inadequately describes records;
- inability to fulfill request because search or reproduction fees are not paid;
- final adjudication on appeal to any of the above original settlements;
- final agency action in response to court remand on appeal;

Includes:
- requests (either first-party or third-party);
- replies;
- copies of requested records;
- administrative appeals;
- related supporting documents (such as sanitizing instructions).

Note 1: Record copies of requested records remain covered by their original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file.

Note 2: Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.

**DISPOSITION:** Temporary. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.

**Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs (FOIA Reports Files)** (Disposition Authority: DAA-GRS-2013-0007-0006) [GRS 4.2, item 070]

Note: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.

**DISPOSITION:** Temporary. Destroy 2 years after date of report.

**Allegations and Claims Records that fall under U.S. Office of Special Counsel Jurisdiction** (Disposition Authority: DAA-GRS-2017-0008-0006) [GRS 5.7, item 060]

Case files of interactions with the Office of Special Counsel (OSC) responding to allegations of illegality, waste, corruption, or other misconduct per the Civil Service Reform Act, Whistleblower Protection Act, Hatch Act, and Uniformed Services Employment & Reemployment Rights Act (USERRA). Includes correspondence with and reports to and from the OSC; copies of testimony or hearing transcripts; copies of lists of corrective actions, orders or decisions, and appeals; and copies of final adjudications thereof.

**Exclusion 1:** Records the Merit Systems Protection Board and the Office of Special Counsel create and hold (these entities schedule such records separately).
Exclusion 2: Records of allegations of illegality, waste, corruption, or other misconduct reported to authorities within the whistleblower's own agency and handled without involving OSC (agencies must schedule such records separately).

DISPOSITION: Temporary. Destroy 3 years after final order or final adjudication of appeal, as appropriate.

Audit / Evaluation / Review Working Files (Disposition Authority: N1-490-02-4, item 1)

Files of internal audits of agency programs, operations, and procedures, and of external audits and of contractors and grantees. Consists of draft audit reports, correspondence, memoranda, and supporting working papers.

DISPOSITION: Temporary. Cut off at the end of fiscal year in which case is closed. Destroy 10 years after cutoff.

Complaints (Unscheduled)

DISPOSITION: DO NOT DESTROY

Correspondence Chron Files (Unschedulced)

DISPOSITION: DO NOT DESTROY

Evidence Log (Unscheduled)

DISPOSITION: DO NOT DESTROY

Final Audit / Evaluation / Review Reports (Disposition Authority: N1-490-02-4, item 2)

Inspector General reports generated as the result of audits, evaluations, or reviews. Each report examines the effectiveness of Peace Corps’ management in terms of Peace Corps’ mission.

DISPOSITION: Temporary. Cut off at the end of fiscal year in which case is closed. Destroy 8 years after cutoff.

Investigations Follow-up Log (Unscheduled)

DISPOSITION: DO NOT DESTROY

Investigative Case Files (Disposition Authority: N1-490-02-4, item 4)

Case files developed during investigations of known alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationships with the agency. This includes investigative files
relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

**DISPOSITION:** Temporary.

a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation: Destroy when 5 years old.

b. All other investigative case files: Place in inactive file when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.

**Investigative Case Management System** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Overseas Criminal Investigative Case Files** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Preliminary Inquiry Files** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Records of accounting for and controlling access to records requested under FOIA, PA, and MDR (FOIA Control Files)** (Disposition Authority: DAA-GRS-2019-0001-0003) [GRS 4.2, item 040]

Records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests. Includes:

- forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request
- inventories of controlled records
- forms accompanying documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data
- agent and researcher files

**DISPOSITION:** Temporary. Destroy 5 years after date of last entry or final action by agency, as appropriate.

**Semi-Annual Reports to Congress** (Disposition Authority: N1-490-02-4, item 958.7)

Inspector General reports to Congress which summarize activities of the office related to investigations, audits, and evaluations.
**DISPOSITION:** Permanent. Cut off at the end of the fiscal year, hold for four years and send to the Federal Records Center. Transfer to the National Archives after 10 years.

**Teammate** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY
Management (M)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY
Management/Administrative Services (M/AS)

Computer Matching Program Notices and Agreements (Disposition Authority: DAA-GRS-2016-0003-0005) [GRS 4.2, item 170]

Agency copy of notices of intent to share data in systems of records with other Federal, state, or local government agencies via computer matching programs, and related records documenting publication of notice in the Federal Register per the Privacy Act of 1974 [5 U.S.C. 552a(e)(12)], as amended. Also agreements between agencies, commonly referred to as Computer Matching Agreements, prepared in accordance with Office of Management and Budget Final Guidance. Includes documentation of Data Integrity Board (DIB) review and approval of matching programs and agreements, and significant background material documenting formulation of notices and agreements.

DISPOSITION: Temporary. Destroy upon supersession by a revised notice or agreement, or 2 years after matching program ceases operation.

Occupational Injury and Illness Program Records (Disposition Authority: DAA-GRS-2017-0010-0002) [GRS 2.7, item 020]

Records documenting the planning, management, reporting, and routine operations undertaken by occupational health and safety organizations. Includes:
• miscellaneous reports, annual summaries or reports to the Secretary of Labor
• correspondence with internal agency offices and Occupational Safety and Health Administration (OSHA)
• OSHA 300 Log
• OSHA 301 Incident Report
• OSHA 300A Summary or equivalent

Exclusion: Workers’ Compensation (personnel injury compensation) records are covered under Employee Compensation and Benefits Records items DAA-GRS-2016-0015-0012 [GRS 2.4, item 100] and DAA-GRS-2016-0015-0013 [GRS 2.4, item 101].


DISPOSITION: Temporary. Destroy when 6 years old.

Transportation Subsidy Program Administrative Records (Disposition Authority: DAA-GRS-2016-0015-0017) [GRS 2.4, item 130]

Records related to managing the program, including:
• determining subsidy amount available to employees
• publicity and program announcements
• records of program-wide benefit delivery and receipt
• statistical and narrative reports
• similar records not linked to individual employee participation.

DISPOSITION: Temporary. Destroy when 3 years old.
Transportation Subsidy Program Individual Case Files (Disposition Authority: DAA-GRS-2016-0015-0018) [GRS 2.4, item 131]

Case files of individual employee participation in transportation subsidy programs, such as:
- applications and supporting documents
- eligibility verification
- notice of approval or denial of participation in program
- participant training documentation
- periodic estimates of transit expenses
- record of individual benefit delivery and receipt
- de-enrollment documents
- settlement of outstanding debts by employee or Government when employee leaves program

**DISPOSITION:** Temporary. Destroy 2 years after employee participation concludes.
Facilities Management Division (FMD)

**Excess Personal Property, Equipment, and Vehicle Records** (Disposition Authority: DAA-GRS-2016-0011-0004) [GRS 5.4, item 040]

Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes:
- excess property inventories and lists
- lists and other records identifying approved receivers of excess property
- donation receipts
- destruction certificates
- documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle
- related correspondence

**Exclusion**: Records documenting financial management of surplus property disposal by sale are covered by DAA-GRS-2013-0003-0001 [GRS 1.1, item 010].

**DISPOSITION**: Temporary. Destroy when 3 years old.

**Facility Design, Engineering, and Construction Records**

Architectural and engineering drawings and other design and construction records of buildings and structures not critical to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures. Includes:
- site maps and surveys
- plot plans
- structural drawings
- architectural renderings
- electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings
- exterior delivery of utilities drawings
- materials plans and drawings
- minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams
- construction progress photographs
- construction inspection reports
- equipment location plans
- paint plans and samples
- furniture design and layout drawings and plans
- space occupancy plans

**Exclusion 1**: Records documenting financial management of construction contracts, which are covered by DAA-GRS-2013-0003-0001 [GRS 1.1, item 010]
Exclusion 2: Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).

1. **Draft, preliminary, intermediate, working, and contract negotiation drawings** (Disposition Authority: DAA-GRS-2016-0011-0005) [GRS 5.4, item 050]

   **DISPOSITION:** Temporary. Destroy when superseded, or when project terminates, as appropriate.

2. **Final and as-built drawings, plans, and designs; and all other records** (Disposition Authority: DAA-GRS-2016-0011-0006) [GRS 5.4, item 051]

   **DISPOSITION:** Temporary. Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.

**Facility Design, Engineering, and Construction Operations Records** (Disposition Authority: DAA-GRS-2016-0011-0007) [GRS 5.4, item 060]

Records documenting operational support of facility design, engineering, and construction projects. Includes:
- project requests and approvals
- meeting agendas, minutes, and other records
- budget and cost working files
- task, punch, and action item lists
- work logs
- progress reports and presentation materials
- related correspondence and notes

**DISPOSITION:** Temporary. Destroy 5 years after project completion or termination.

**Facility, Space, and Equipment Inspection, Maintenance, and Service Records**

Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes:
- repair and maintenance work orders, requisitions, and related papers
- maintenance and inspection logs and reports
- job orders, service call records, action sheets, and repair logs
- work, shop, or job schedules

**Exclusion:** Records agencies hold to document expenditure of appropriated or non-appropriated funds (DAA-GRS-2013-0003-0001 [GRS 1.1, item 010] covers these).

1. **Records documenting facility structure and long-term maintenance** (Disposition Authority: DAA-GRS-2016-0011-0008) [GRS 5.4, item 070]
DISPOSITION: Temporary. Destroy when 3 years old.

2. Records tracking completion of custodial and minor repair work (Disposition Authority: DAA-GRS-2016-0011-0009) [GRS 5.4, item 071]

DISPOSITION: Temporary. Destroy when 90 days old.

Facility, Space, Vehicle, Equipment, Stock, and Supply Administrative and Operational Records (Disposition Authority: DAA-GRS-2016-0011-0001) [GRS 5.4, item 010]

Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:

- statistical and narrative reports
- studies
- requests for space using Standard Form 81 or equivalent
- space assignments and directories
- inventories of property, equipment, furnishings, stock, and supplies
- reports of survey regarding lost, damaged, missing, or destroyed property
- requisitions for supplies and equipment
- records tracking supply and procurement requirements
- records scheduling and dispatching vehicles, monitoring use, and reporting use
- related correspondence

Exclusion: Records of supply and property procurement (DAA-GRS-2013-0003-0001 [GRS 1.1, item 010] covers these).

DISPOSITION: Temporary. Destroy when 3 years old or 3 years after superseded.

Headquarter’s Lease (Financial Management and Reporting Administrative Records) (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

DISPOSITION: Temporary. Destroy when 3 years old.

Help Desk Operational Records (Technical and Administrative) (Disposition Authority: DAA-GRS-2017-0001-0001) [GRS 5.8, item 010]

- records of incoming requests (and responses) made by phone, email, web portal, etc.
- trouble tickets and tracking logs
- quick guides and “Frequently Asked Questions” (FAQs)
- evaluations and feedback about help desk services
- analysis and reports generated from customer management data
• customer/client feedback and satisfaction surveys, including survey instruments, data, background materials, and reports

Exclusion: Public customer service records scheduled under GRS 6.5.

DISPOSITION: Temporary. Destroy 1 year after resolved.

NEW ITEM - **Inventory, stores, and materials cost accounting records** (Disposition Authority: DAA-GRS-2013-0003-0012) [GRS 1.1, item 040]

Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as:

- invoices or equivalent papers used for inventory accounting purposes
- inventory accounting returns and reports
- working files used in accumulating inventory accounting data
- plant account cards and ledgers, other than those pertaining to structures
- cost accounting reports and data
- depreciation lists/costs
- contractor cost reports re contractor-held-government-owned materials and parts
- receiving, inspection, and acceptance documentation

DISPOSITION: Temporary. Destroy when 3 years old.

NEW ITEM - **Inventory Records (Property, plant and equipment (PP&E) and other asset accounting)** (Disposition Authority: DAA-GRS-2013-0003-0004) [GRS 1.1, item 030]

Records necessary for documenting the existence, acquisition, ownership, cost, valuation, depreciation, and classification of fixed assets such as real property, capitalized personal property, internal use software, equipment, and other assets and liabilities reported on an agency’s annual financial statements (agency net worth or financial position), and non-capitalized but monitored PP&E, such as:

- purchase orders and contracts
- invoices
- appraisals
- costing and pricing data
- transactional schedules
- titles
- transfer, acceptance and inspection records
- asset retirement, excess and disposal records
- plant account cards and ledgers pertaining to structures
- correspondence and work papers

Exclusion: Records concerning a historically significant structure or other stewardship assets (for instance, the structure appears on the National Register of Historic Places), are
not authorized for disposal. Agencies must submit a records schedule to the National Archives to cover these records or apply an existing schedule.

**DISPOSITION:** Temporary. Destroy 2 years after asset is disposed of and/or removed from agency’s financial statement.
Freedom of Information (FOIA) / Privacy Act (PA) Office

Access and Disclosure Request Files (FOIA/PA – Granted, Denied, Appealed, Final)  
(Disposition Authority: DAA-GRS-2016-0002-0001) [GRS 4.2, item 020]

Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by:
• granting the request in full;
• granting the request in part;
• denying the request for any reason including:
  o inability to fulfill request because records do not exist;
  o inability to fulfill request because request inadequately describes records;
  o inability to fulfill request because search or reproduction fees are not paid;
• final adjudication on appeal to any of the above original settlements;
• final agency action in response to court remand on appeal;
Includes:
• requests (either first-party or third-party);
• replies;
• copies of requested records;
• administrative appeals;
• related supporting documents (such as sanitizing instructions).

Exclusion: Record copies of requested records remain covered by the original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file.

DISPOSITION: Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.

Federal Register Notices other than Proposed and Final Rules (Disposition Authority: DAA-GRS-2017-0012-0004) [GRS 5.7, item 070]

Records of notices announcing public stakeholder meetings, hearings, investigations, petition filing, application filing, license issuance, license revocation, grant application deadlines, environmental impact statement availability, delegations of authority, hours of public opening, use of an agency’s seal, guidance, System of Records Notices (SORNs), Paperwork Reduction Act Information Collection Requests (PRA ICRs), and other matters not codified in the Code of Federal Regulations.

Note 1: SORNs per se are covered by DAA-GRS-2016-0003-0002 [GRS 4.2, item 150].

Note 2: PRA Information Collection reports are covered by DAA-GRS-2017-0008-0005 [GRS 5.7, item 050].
Note 3: Notices of meetings of committees established under the Federal Advisory Committee Act (FACA) are covered by DAA-GRS-2015-0001-0005 [GRS 6.2, item 050].

**DISPOSITION:** Temporary. Destroy when 1 year old.

**FOIA, Privacy Act, and Classified Documents Administrative Records** (Disposition Authority: DAA-GRS-2019-0001-0001) [GRS 4.2, item 001]

Records on managing information access and protection activities. Records include:
- correspondence related to routine implementation of the FOIA and Privacy Act and administration of document security classification
- associated subject files
- feeder and statistical reports

**Exclusion:** This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for FOIA, Privacy Act, and classified documents. These records must be scheduled by the agency on an agency-specific schedule.

**DISPOSITION:** Temporary. Destroy when 3 years old.

**FOIA Control Files (Records of accounting for and controlling access to records requested under FOIA, PA, and Mandatory Declassification Review (MDR)** (Disposition Authority: DAA-GRS-2019-0001-0003) [GRS 4.2, item 040]

Records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests. Includes:
- forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request
- inventories of controlled records
- forms accompanying documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data
- agent and researcher files

**DISPOSITION:** Temporary. Destroy 5 years after date of last entry or final action by agency, as appropriate.

**FOIA Reports Files (Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs)** (Disposition Authority: DAA-GRS-2013-0007-0006) [GRS 4.2, item 070]

Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs.
Note: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.

**DISPOSITION:** Temporary. Destroy 2 years after date of report.

**Forms Management Records** (Disposition Authority: DAA-GRS-2013-0002-0009) [GRS 4.1, item 040]

Records involved with ensuring use of standard Federal and agency forms to support effective recordkeeping and ensuring that Federal standard forms are available and used as appropriate to support Federal record-keeping requirements. Includes:

- registers or databases used to record and control the numbers and other identifying data assigned to each form
- official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form
- background materials and specifications

**DISPOSITION:** Temporary. Destroy 3 years after form is discontinued, superseded, or cancelled.

**Privacy Act Accounting of Disclosure Files** (Disposition Authority: NC1-64-77-1, item 27) [GRS 4.2, item 050]

Files maintained under the provisions of 5 U.S.C. §552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes:

- forms with the subject individual's name
- records of the requester's name and address
- explanations of the purpose for the request
- date of disclosure
- proof of subject individual's consent

**DISPOSITION:** Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.

**Privacy Act Amendment Request Files** (Disposition Authority: DAA-GRS-2013-0007-0007) [GRS 4.2, item 090]

Files relating to an individual’s request to amend a record pertaining to that individual under 5 U.S.C. §552a(d)(2), to the individual’s request for review of an agency’s refusal to amend a record under 5 U.S.C. §552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. §552a(g). Includes:

- requests to amend and to review refusal to amend
- copies of agency’s replies
• statement of disagreement
• agency justification for refusal to amend a record
• appeals
• related materials

**DISPOSITION:** Temporary. Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies).

**Privacy Act System of Records Notices (SORNs) (Disposition Authority: DAA-GRS-2016-0003-0002) [GRS 4.2, item 150]**

Agency copy of notices about the existence and character of systems of records, documenting publication in the Federal Register when the agency establishes or revises the system, per the Privacy Act of 1974 [5 U.S.C. 552a(e)(4) and 5 U.S.C. 552a(e)(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records.

**DISPOSITION:** Temporary. Destroy 2 years after supersession by a revised SORN or after system ceases operation.

**Privacy Complaint Files (Disposition Authority: DAA-GRS-2019-0001-0004) [GRS 4.2, item 065]**

Records of privacy complaints (and responses) agencies receive in these categories:
• process and procedural (consent, collection, and appropriate notice)
• redress (inquiries seeking resolution of difficulties or concerns about privacy matters not specifically outlined in the Privacy Act)
• operational (inquiries regarding Privacy Act matters but not including Privacy Act requests for access and/or correction)
• complaints referred to another organization.

**DISPOSITION:** Temporary. Destroy 3 years after resolution or referral, as appropriate.

**Records Analyzing Personally Identifiable Information (PII)**

Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies.
Includes significant background material documenting formulation of final products.

1. **Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs) (Disposition Authority: DAA-GRS-2016-0003-0003) [GRS 4.2, item 160]**
Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).

**DISPOSITION:** Temporary. Destroy 3 years after associated PIA is published or determination that PIA is unnecessary.

2. **Records of Privacy Impact Assessments (PIAs)** (Disposition Authority: DAA-GRS-2016-0003-0004) [GRS 4.2, item 161]

**DISPOSITION:** Temporary. Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate.
Office of Safety and Health (OSH)

NEW ITEM - Clinic Scheduling Records (DAA-GRS-2017-0010-0001) [GRS 2.7, item 010]

Scheduling records of clinic visits, both occupational and non-occupational. Includes:
• patient's name, time of appointment, and type of work to be performed
• details for pending, confirmed, and upcoming appointments, including date, time, clinic, care team and reason for visit
• notifications about appointment updates
• patient visit and other scheduling-related statistics

DISPOSITION: Temporary. Destroy when 3 years old.

NEW ITEM - Occupational Injury and Illness Program Records (DAA-GRS-2017-0010-0002) [GRS 2.7, item 020]

Records documenting the planning, management, reporting, and routine operations undertaken by occupational health and safety organizations. Includes:
• miscellaneous reports, annual summaries or reports to the Secretary of Labor
• correspondence with internal agency offices and Occupational Safety and Health Administration (OSHA)
• OSHA 300 Log
• OSHA 301 Incident Report
• OSHA 300A Summary or equivalent

Exclusion: Workers’ Compensation (personnel injury compensation) records are covered under items 100 and 101 of GRS 2.4, Employee Compensation and Benefits Records.


DISPOSITION: Temporary. Destroy when 6 years old.

NEW ITEM - Occupational Health and Safety Training Records (DAA-0490-2016-0002-0003)

Records of health and safety-related training on topics such as cardiopulmonary resuscitation (CPR), automatic external defibrillators (AED), personal protective equipment (PPE) use, safe sampling techniques, personal decontamination procedures, and emergency response procedures.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
NEW ITEM - Workplace Environmental Monitoring and Exposure Records / OSHA-regulated Substance Monitoring and Exposure Records (DAA-GRS-2017-0010-0004) [GRS 2.7, item 040]

Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results.

Area/general occupational exposure records and select carcinogen exposure records from hazardous chemical use in laboratories. Includes the Chemical Hygiene Plan.

Exclusion: Employee-specific occupational exposure records appropriate for individual occupational medical case files are covered by item 060.


Note 1: Biological monitoring results, such as blood and urine analysis results, designated as exposure records by specific Occupational Safety and Health Administration (OSHA) standards are maintained as required by the specific standard governing their use. For more information, refer to 29 CFR 1910.1020(c)(5) – Employee exposure records and 29 CFR 1910.1020(c)(5)(ii).

Note 2: These items are intended for agencies subject to Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. Entities excluded from these requirements may use these items or agency specific schedules.

DISPOSITION: Temporary. Destroy no sooner than 30 years after monitoring is conducted.

NEW ITEM - Workplace Environmental Monitoring and Exposure Records / Occupational noise monitoring and exposure records

Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results.

Exclusion: Employee-specific occupational exposure records appropriate for individual occupational medical case files are covered by item 060.

Legal Citations: 29 CFR Part 1910.95(m)(3)(i)

Note 1: Biological monitoring results, such as blood and urine analysis results, designated as exposure records by specific Occupational Safety and Health Administration (OSHA) standards are maintained as required by the specific standard governing their use. For

Note 2: These items are intended for agencies subject to Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. Entities excluded from these requirements may use these items or agency specific schedules.

**DISPOSITION:** Temporary. Destroy no sooner than 2 years after monitoring is conducted.

**NEW ITEM** - **Workplace Environmental Monitoring and Exposure Records** (DAA-GRS-2017-0010-0006) [GRS 2.7, item 042]

Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results. (Lead (Pb), Coke Oven emissions, Dibromochloropropane (DBCP), Acrylonitrile, and Inorganic Arsenic)

**DISPOSITION:** Temporary. Destroy no sooner than 40 years after monitoring is conducted.

**NEW ITEM** - **Workplace Environmental Monitoring and Exposure Records / Background Data** (DAA-GRS-2017-0010-0007) [GRS 2.7, item 043]

Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results.

Records, such as consensus standards or other regulatory/non regulatory documents, associated with related data.

Note: Use of this item requires that the agency retains the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, for at least thirty (30) years.

Legal Citation: 29 CFR Part 1910.1020(d)(1)(ii)(A)

**DISPOSITION:** Temporary. Destroy no sooner than 1 year after monitoring is conducted.

**NEW ITEM** - **Safety Data Sheets (SDS)** (DAA-GRS-2017-0010-0008) [GRS 2.7, item 050]

Includes other specified records concerning the identity of a substance or agent. These records were formerly called Material Safety Data Sheets (MSDS).
Exclusion: Copies placed in individual occupational medical case files to document substances or agents to which employees are exposed are covered under item 060 of this schedule.

Note: Based on OSHA requirements in 29 CFR 1910.1020 under paragraph (d)(1)(ii)(B), employers may discard safety data sheets if “some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years.” Then, an employer may discard the original data sheet and retain only the new data sheet if a record on the original formulation is maintained.


**DISPOSITION:** Temporary. Destroy when business use ceases.

**NEW ITEM - Occupational Individual Medical Case Files**

These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records. Includes:

- personal and occupational health histories
- opinions and written evaluations generated in the course of diagnosis and employment-related treatment/examination by medical health care professionals and technicians
- employee-specific occupational exposure records, which include employee-specific occupational records (exposures include, but are not limited to, gases, liquids, vapors, mists, dust particles and noise)
- employee audiometric testing records

Note: For those entities subject to OPM's requirements, OPM determines which of these records are long-term and which are short-term records. For guidance on which records qualify for this category, follow OPM guidance. Other entities should follow agency policy.

Exclusion: Records of claims filed under the Federal Employees Compensation Act (FECA) are covered under GRS 2.4, items 100 and 101.

1. **Long-term records** (DAA-GRS-2017-0010-0009) [GRS 2.7, item 060]

Exclusion: Individual non-occupational medical records are covered by item 070.

Note 1: While non-occupational/patient records pertaining to an employee are not required to be included as a record within the individual occupational medical case files, under certain conditions, copies of such records are occupationally-related and, in those cases, may be included in the individual occupational medical case files. (5 CFR Part 293, Subpart E, Part 504)
Note 2: For transferred employees subject to OPM’s requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions.

Note 3: For separated employees subject to OPM’s requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions.


**DISPOSITION:** Temporary. Place records in Employee Medical Folder (EMF). Destroy when the Official Personnel Folder (OPF) is destroyed 129 years after employee separates from agency.

2. **Short-term records** (DAA-GRS-2017-0010-0010) [GRS 2.7, item 061]

**DISPOSITION:** Temporary. Destroy 1 year after employee separation or transfer.

**NEW ITEM - Non-occupational Individual Medical Case Files** (DAA-GRS-2017-0010-0012) [GRS 2.7, item 070]

Records of treatment or examination created and maintained by a health care facility or dispensary documenting an individual’s medical history, physical condition, vaccinations, and first-aid visits for nonwork related purposes. Also referred to as “patient records” in Title 5 Part 293 Subpart E.


**DISPOSITION:** Temporary. Destroy 10 years after the most recent encounter.

**NEW ITEM - Non-occupational Health and Wellness Program Records** (DAA-GRS-2017-0010-0013 [GRS 2.7, item 080]

Records documenting the planning, management, reporting, correspondence with internal agency offices, statistical summaries, and routine operations undertaken by employee health service organizations involving non-occupational worksite health and wellness programs, such as nursing mothers, Automated External Defibrillators (AEDs), alcohol and drug abuse programs, and tobacco cessation. Includes:

- health risk appraisals
- biometric testing
- health coaching
- disease management
- behavioral management
- preventive services
• fitness programs

**DISPOSITION:** Temporary. Destroy 3 years after the project/activity/ or transaction is completed or superseded.
Post Logistics and Support Division (PLS)

**Controlled Substance Orders (DEA 222)** (N1-490-12-1, item 1)

The Drug Enforcement Administration’s DEA 222 (Controlled Substance Order Form – Schedules I and II) is required by the DEA for the purchase and distribution to Peace Corps Volunteers of Schedule I and II controlled substances.

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

**Controlled Substance Purchase Order Files (Financial Transaction Records...)** (DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Routine procurement files, including correspondence and related papers.

Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit. Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity.

**DISPOSITION:** Temporary. Destroy 6 years after final payment or cancellation.

**Controlled Substance Transaction Files** (N1-490-12-1, item 2)

Transaction files for controlled substances include PC 734F (PLS Purchase Request), shipping document/packing list from the vendor, OF 347 (Order for Supplies or Services) or SF 1449 (Solicitation/Contract/Order for Commercial Items), shipping receipt (Diplomatic Pouch registration slip/DHL receipt/APO slip), PC 891 (PLS Order Confirmation) sent from HQ to Post, and PC 734A (Receipt Confirmation for Controlled Substances) sent from Post to HQ.

**Note:** Schedule II orders are filed separately from Schedule III, IV, and V orders. These documents are filed by country and chronologically.

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

**Drug Enforcement Agency (DEA) Registration Renewal** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Mail, Printing, and Telecommunication Services Administrative and Operational Records**
(Disposition Authority: DAA-GRS-2016-0012-0001) [GRS 5.5, item 010]

Records of internal mail room, printing/duplication services, and radio/telecommunication services administration and operation. Includes:
• agreements and related background data and other records regarding mail, printing, telecommunication, and radio services, the agency retains for administrative (not fiscal) use
• records that document acquiring, installing, changing, removing, and servicing mail, printing, telecommunication, and radio service equipment
• telephone and mobile device use records with details on call origin/destination, date, time, duration, downloads, messaging, cost, and other data
• records documenting allocation, distribution, and use of telephone calling cards
• statistical reports on mail and package shipment volume and costs
• related correspondence

Exclusion: Agreements used to support payment vouchers (DAA-GRS-2013-0003-0001 [GRS 1.1, item 010] covers these).

DISPOSITION: Temporary. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled.

Mail, Printing, and Telecommunication Services Control Records

Records of general day-to-day communication service administration and specific transmission tracking. Includes:
• records that track shipment, routing, registration, certification, declared value, insurance, and receipt of incoming and outgoing mail, including overnight, express, special delivery, and specially tracked packages
• messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity
• reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment
• records that document requisitioning and receiving stamps and postage meter balances
• documentation and tracking to intended destination of valuables (e.g. checks, cash, stamps, money orders, etc.) the agency receives by mail or private delivery/messenger
• staff and office directories the agency uses to ensure correct mail and package delivery
• printing requisitions, work orders, samples, manuscript clearances, and related documents
• mailing and contact lists a mailroom or similar office manages
• telephone message registers and logs

Exclusion 1: Requisitions used to support payment vouchers (DAA-GRS-2013-0003-0001 [GRS 1.1, item 010] covers these).
Exclusion 2: Mailing lists for public distribution of material (GRS 6.5, item 020 covers these)

DISPOSITION: Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable.

**Metered Mail Records** (Disposition Authority: DAA-GRS-2016-0012-0003) [GRS 5.5, item 030]

Official metered mail reports such as GSA-1390A, “Quarterly Postage Mail Report/Record of Accountable Metered Mail Report,” and all related papers.

DISPOSITION: Temporary. Destroy when 6 years old.
Records Management (RM)

**Copies of Records Removal / Non-Removal Certification and Inventories (Individual Employee Separation Case Files)** (Disposition Authority: DAA-GRS-2014-0004-0003) [GRS 2.5, item 020]

These documents certify that Capstone Officials have received a records debriefing, are aware of the Peace Corps’ policy on removal of copies of agency records upon their departure, and provide an inventory if proposing to remove copies of records. Additionally, includes non-Capstone Officials certification and inventory if the staff member intends to remove copies of records.

Records not included in separating employee’s Official Personnel Folder (OPF), documenting individual employees’ transfer to another Federal agency or office or voluntary, involuntary, disability, early retirement, retirement, or death separation from career, temporary, and political appointment service; and legal and financial obligations of government to employee and employee to government.

**DISPOSITION:** Temporary. Destroy 1 year after date of separation or transfer.

**Essential or Vital Records Program Records** (Disposition Authority: DAA-GRS-2013-0002-0008) [GRS 4.1, item 030]

Records involved in planning, operating, and managing the agency’s vital or essential records program. Includes:
- vital records inventories
- vital records cycling plans
- results of tests, surveys, or evaluations
- reports of corrective action taken in response to agency vital records tests

**DISPOSITION:** Temporary. Destroy 3 years after project, activity, or transaction is completed or superseded.

**Records Management Program Records** (Disposition Authority: DAA-GRS-2013-0002-0007) [GRS 4.1, item 020]

Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include:
- providing oversight of entire records management program
- transferring, destroying, and retrieving records
- inventorying records and conducting records surveys
- scheduling records
• providing other records management services to customer units (such as records storage/reference assistance, and technical assistance with files plans and other records management questions)
• conducting records "clean out" days
• conducting special projects

Records include:
• agency records management program surveys or evaluations
• reports of surveys or evaluations
• reports of corrective action taken in response to agency program surveys or evaluations
• disposal authorizations, schedules, and reports
• records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority)
• SF 135, Records Transmittal and Receipt
• OF 11, Reference Request
• Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States

**Exclusion**: This schedule item covers copies of the records schedule, transfer request, legal transfer instrument, and similar forms maintained by agencies—not the copies maintained by NARA.

**DISPOSITION**: Temporary. Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded.

**Tracking and Control Records** (Disposition Authority: DAA-GRS-2013-0002-0016) [GRS 4.1, item 010]

Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule. Includes:
• indexes
• lists
• registers

**Exclusion 1**: This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records.

**Exclusion 2**: This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to permanent records must be scheduled.

**DISPOSITION**: Temporary. Destroy when no longer needed.
Staff Learning and Development (OSLD)

**Training Records** (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, and headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**LearningSpace Administrative Files** (Disposition Authority: DAA-GRS-2013-0005-0003) [GRS 3.1, item 051]

Administrative management files of all LearningSpace courses such as updating course properties; integrating created courses into learning tracks/programs and enrolling users via enrollment keys and/or batch processing, course utilities such as import, export, archive, and restore; course configuration options; learning paths; course catalog entries; changing passwords; user roles; user account creation; site hierarchy management; help-desk, request, and trouble tickets; management and maintenance requests; access requests; system documentation; and periodic reports of system activities. The LearningSpace has an extensive user manual. Data administration records and documentation relating to electronic records that are scheduled as temporary.

**DISPOSITION:** Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system.

**Training Program Records** (Disposition Authority: DAA-GRS-2016-0014-0001) [GRS 2.6, item 010]

Records about planning, assessing, managing, and evaluating an agency’s training program:
- plans, reports and program evaluations
- organizational and occupational needs assessments
- employee skills assessments
- employee training statistics
- notices about training opportunities, schedules, or courses
- mandatory training tracking and reporting files
- logistics and coordination documents
- Authorization, Agreement and Certification of Training (SF-182) and similar records
- registration forms, employee attendance records
- syllabi, presentations, instructor guides, handbooks, and lesson plans
- reference and working files on course content
• other course materials, such as presentations and videos
• student, class, or instructor evaluations

Note: Financial records related to purchase of training or travel for training are scheduled under DAA-GRS-2013-0003-0001 [GRS 1.1, item 010].

Exclusion: This item does not cover ethics-related training.

DISPOSITION: Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete.
Transportation (T)

Administrative and Operational Records (Facility, Space, Vehicle, Equipment, Stock, and Supply) (Disposition Authority: DAA-GRS-2016-0011-0001) [GRS 5.4, item 010]

Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies.

Includes:
- statistical and narrative reports
- studies
- requests for space using Standard Form 81 or equivalent
- space assignments and directories
- inventories of property, equipment, furnishings, stock, and supplies
- reports of survey regarding lost, damaged, missing, or destroyed property
- requisitions for supplies and equipment
- records tracking supply and procurement requirements
- records scheduling and dispatching vehicles, monitoring use, and reporting use
- related correspondence

Exclusion: Records of supply and property procurement (DAA-GRS-2013-0003-0001 [GRS 1.1, item 010] covers these).

DISPOSITION: Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate.

Excess Personal Property, Equipment, and Vehicle Records (Disposition Authority: DAA-GRS-2016-0011-0004) [GRS 5.4, item 040]

Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes:
- excess property inventories and lists
- lists and other records identifying approved receivers of excess property
- donation receipts
- destruction certificates
- documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle
- related correspondence

Exclusion: Records documenting financial management of surplus property disposal by sale are covered by DAA-GRS-2013-0003-0001 [GRS 1.1, item 010].

DISPOSITION: Temporary. Destroy when 3 years old.
Official Passports (records related to)

The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government.

Exclusion: Agency and dependent requests for passports maintained by the Department of State are covered under an agency-specific schedule.

1. Application records (Disposition Authority: DAA-GRS-2017-0007-0013) [GRS 2.2, item 090]

Records related to administering the application or renewal of official passports and visas, including:
- copies of passport and visa applications
- passport and visa requests
- special invitation letters
- visa authorization numbers
- courier receipts
- copies of travel authorizations

DISPOSITION: Temporary. Destroy when 3 years old or upon employee separation or transfer.

2. Official passport registers (Disposition Authority: DAA-GRS-2017-0007-0014) [GRS 2.2, item 091]

Registers and lists of agency personnel who have official passports.

DISPOSITION: Temporary. Destroy when superseded or obsolete.

3. Official passports of transferred or separated agency personnel
(Disposition Authority: None; filing instruction only.)

INSTRUCTION: Transfer to new agency or return to the Department of State upon expiration or upon separation of the employee.

Premium Travel Reports (Mandatory reports to External Federal Entities regarding Administrative Matters) (Disposition Authority: DAA-GRS-2017-0008-0005) [GRS 5.7, item 050]

Premium class travel reports.

DISPOSITION: Temporary. Destroy 6 years after report submission or oversight entity notice of approval, as appropriate.
Travel and Transportation Records (Financial Management and Reporting Administrative Records)

Records related to managing financial activities and reporting. Records include:
- correspondence
- subject files
- feeder reports
- workload management and assignment records

a. **Routine administrative records** including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule.  
   (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

   **DISPOSITION:** Temporary. Destroy when 3 years old.

b. **Accountability records** documenting the issue or receipt of accountable documents.  
   (Mail, printing, and telecommunication services control records)  
   (Disposition Authority: DAA-GRS-2016-0012-0002) [GRS 5.5, item 020]

   **DISPOSITION:** Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable.

**Travel Authorizations (TA) (Financial Transaction Records...)**  
(Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Issuing office 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.

Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit. Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity.

**DISPOSITION:** Temporary. Destroy 6 years after final payment or cancellation.

**Travel Credit Card and Purchase Card Application and Approval Records (Government)**  
(Disposition Authority: DAA-GRS-2018-0003-0001 [GRS 1.1, item 090]

Applications by employees for Government credit cards issued in card-holder’s name, whether for official travel expenses or for purchasing goods and services. May include:
- application for credit card
- credit release form
- applicant credit report
• cardholder agreement
• acknowledgement of responsibilities and penalties for misuse
• approving official agreement
• certificate of appointment (warrant)
• card training certificate

**DISPOSITION:** Temporary. Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate.

**Unclaimed Volunteer Vital Records for Peace Corps Passport Applications** (Disposition Authority: DAA-0490-2020-0001-0001]

Series contains original documents received by the Peace Corps, as per Department of State passport requirements, in order for Volunteers to receive a 'no fee' (Peace Corps) passport. Documents may include birth certificates, birth registrations, Consular Report of Birth Abroad document, or similar official documents.

**DISPOSITION:** Cut off when Peace Corps passport is issued or application process is terminated. Destroy 2 years after cutoff and after all attempts to contact Volunteer have been unsuccessful.

**Vehicle Accident and Incident Records** (Disposition Authority: DAA-GRS-2016-0011-0017) [GRS 5.4, item 140]

Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including:
- Standard Form 91, Motor Vehicle Accident Report
- Standard Form 94, Statement of Witness
- Standard Form 95, Claim for Damage, Injury, or Death
- copies of investigative reports (see Exclusion for original investigative reports)

**Exclusion:** Original formal accident and incident investigation records (covered under GRS 5.6).

**DISPOSITION:** Temporary. Destroy 3 years after case is closed.

**Vehicle and Equipment Ownership Records and Operation Manuals** (Disposition Authority: DAA-GRS-2016-0011-0003) [GRS 5.4, item 030]

Vehicle and equipment identification, registration, and warranty records. Also manuals and similar documentation, whether produced locally or by the manufacturer.

**DISPOSITION:** Temporary. Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.
Vehicle Inspection, Maintenance, and Service Records (Disposition Authority: DAA-GRS-2016-0011-0011) [GRS 5.4, item 090]

Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:

• work orders, service and repair requisitions, and logs
• descriptions of provided service and repair, and related papers

Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (DAA-GRS-2013-0003-0001 [GRS 1.1, item 010] covers these).  

DISPOSITION: Temporary. Destroy when 3 years old. Transfer of extant records to new owner at sale or donation is authorized.

Vehicle Operator Records (Disposition Authority: DAA-GRS-2016-0011-0014) [GRS 5.4, item 110]

Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records.

Exclusion: Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).

DISPOSITION: Temporary. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.
Overseas Programming & Training Support (OPATS)

**NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial**, (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management. Agency assessments and evaluations including but not limited to “New Country Assessments”, “Re-entry Assessments”, “New Country Entry Guide”, and Internal Management Assessments.

**DISPOSITION:** DO NOT DESTROY

**NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION:** DO NOT DESTROY

**Programming and Training Policy Records** (Disposition Authority: DAA-0490-2016-0001-0001)

Major policy documents that provide programming and training guidance to post staff, trainees, and Volunteers with instructions on how to build quality programs that achieve the Peace Corps’ mission of promoting world peace and friendship. Includes policies and procedures for developing project frameworks, designs, plans, and assessments; training designs, programs, and assessments; and monitoring, evaluation, and reporting plans. Also contains policies and procedures for project management and implementation.
**DISPOSITION**: Permanent. Cut off at the end of the calendar year. Transfer to the National Archives 1 year after cutoff.

**OPATS-WIDE**

These records schedule items are applicable to all units within OPATS.

**Monitoring and Evaluation Records** (Disposition Authority: DAA-0490-2016-0002-0001)

Headquarters evaluation specialists in multiple Peace Corps units develop guidance for post staff and Volunteers on monitoring, reporting, and evaluating posts’ programs and projects. The guidance shows how to design projects to focus on and align with post needs by applying monitoring and evaluation principles; develop metrics of the efficacy of programs and projects towards their objectives; collect, compare, and analyze sector or post-defined indicators; and report project accomplishments to Headquarters, in-country partners, and other stakeholders. Consists of quick tips, and guidance about how to design, monitor, and evaluate plans, projects, and programs, including workshop materials.

**DISPOSITION**: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Programming Training Records** (Disposition Authority: DAA-0490-2016-0002-0002)

Headquarters programming specialists and subject matter experts in multiple Peace Corps units create content that assists Volunteers/Trainees, headquarters staff and post programming and training staff on how to effectively conduct programs and projects that meet the needs of host country priorities. Includes materials such as training content about specific sector or initiative subjects (such as agriculture, youth, or gender equality); lesson plans and activities; project framework guidance; technical workshop materials; and information briefs.

**DISPOSITION**: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Training Records** (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources. EXCLUDES records that are published.

**DISPOSITION**: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
Copyright Release Agreements (Disposition Authority: DAA-0490-2016-0001-0006)

Agreements with owners of original materials granting permission for Peace Corps use.

**DISPOSITION:** Temporary. Cut off at the end of the year of publication. Destroy 75 years after cutoff.

Library Records (Disposition Authority: DAA-GRS-2015-0003-0001) [GRS 4.4, item 010]

Library administrative records: Records documenting a library’s planning and management. Records may document library policies, procedures, and statistics. Includes records such as: strategic plans, project plans, policies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library material, promotional material describing library services and resources, correspondence and records on library staffing and relations with other libraries, quick guides to library databases and resources, topical or customized reading lists, and bibliographies.

**DISPOSITION:** Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable.

PCLive (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

Post-Produced Training Materials (Disposition Authority: N1-490-12-7, item 1)

Training Materials created at Posts. These materials are not limited to, but include materials used in Pre-Service Training (PST), Mid-Service Training (MST), In-Service Training (IST), Close of Service Training (COS).

**DISPOSITION:** Temporary. Cut off when materials are no longer used. Destroy 2 years after cutoff.

Publication Production Files (Mail, printing, and telecommunication services control records) (Disposition Authority: DAA-GRS-2016-0012-0002) [GRS 5.5, item 020]

Files can include copyright guidance, order forms, developmental files, templates, graphic designs, field feedback, correspondence with internal Peace Corps offices, and writer/editor standard operating procedures. Records of general day-to-day communication service administration and specific transmission tracking.

**DISPOSITION:** Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
Training Publications (Disposition Authority: DAA-0490-2016-0001-0005)

Training materials developed for trainees, Volunteers, and staff by Peace Corps staff and contractors, and published by the Peace Corps. Can include pre-service and in-service training sessions, technical training materials, guides, case studies, lesson plans, handbooks, idea books, and training manuals.

DISPOSITION: Permanent. Cut off in the year the publication is released. Paper copies of records may be destroyed upon quality control of scanned image. Transfer to the National Archives 1 year after cutoff.
Monitoring Reporting and Evaluation (MRE) Unit

**Programming and Training Reports** (Disposition Authority: N1-490-12-2, item 5)

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 the following: 1) Partnership Reports that include information about the international partners and types of support provided; 2) Project Status Reports (PSRs) that 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' goals 2 and 3, a needs assessment, and Volunteer stories; 3) Training Status Reports (TSRs) which 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; and 4) Initiative Reports (IRs)/Cross-Sector Programming Priorities Reports that provide information across all project sectors and relate to Peace Corps-wide initiatives (such as Gender Equality & Women's Empowerment).

**DISPOSITION:** Permanent. Cut off at end of fiscal year. Transfer to the National Archives 3 years after cutoff.

**Significant Reports** (Disposition Authority: DAA-0490-2016-0001-0002)

Annual and semiannual progress reports include quantitative data of accomplishments and qualitative information such as background material, objectives, status of activities, constraints, challenges, corrective actions, successes, and an analysis of how Peace Corps has used USAID resources. Reports currently include initiative and project indicator reports pertaining to Feed the Future activities and accomplishments.

**DISPOSITION:** Permanent. Cut off at the end of the fiscal year. Transfer electronic records to the National Archives as a pre-accession 5 years after cutoff in 5 year blocks when the latest record in block is 5 years old in a medium and format acceptable to the National Archives in accordance with National Archives regulations and guidance in effect at the time of transfer. Transfer legal custody of electronic records to the National Archives 15 years after cutoff. Transfer paper records to the National Archives 15 years after cutoff in 5 year blocks when the latest record in block is 5 years old.
**Volunteer Reporting Tool (VRT) System**

The Volunteer Reporting Tool (VRT) is the primary reporting mechanism for capturing and reporting data that post staff collects from Volunteers on their activities and the results of their work. Post staff also manage and use that data to provide feedback to Volunteers, assess the progress and planning of their projects, and report project status and results to donor organizations, nongovernmental organizations, host country governmental partners, and to headquarters. The VRT stores and summarizes the results of Volunteer Report Forms (VRFs) for programming and training purposes; and allows posts to manage projects, partnerships, and other program-related work to support Peace Corps’ goals.

1. **Electronic Input / Source Records (Intermediary Records)** (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

   Volunteer Reporting Forms (VRF) are typically sent from post Associate Peace Corps Directors (APCD) or Project Managers (PM) to Volunteers via email or by USB/thumb drives to collect data on a Volunteer’s activities and results. Volunteers return the completed VRFs to the APCD/PMs which are then imported into the local version of the VRT system at each post. Volunteers provide the majority of the data in the VRT, but post staff also enters a small amount of data. Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record.

   **DISPOSITION:** Temporary. Destroy upon verification of successful creation of the final document or file.

2. **Master File** (Disposition Authority: DAA-0490-2016-0001-0003)

   The VRT master file contains information such as: project frameworks, the types of Volunteer activities, activity summaries, Volunteer to Volunteer collaborations, locations of activity, whether an activity was a mass media activity, whether activity furthered Peace Corps’ goals 1, 2, and 3, project work areas, partnering organizations, gender equality and women’s empowerment Cross Sector Programming Priorities (CSPP), HIV/AIDS CSPP, technology for development CSPP, volunteerism CSPP, youth as resources CSPP, people with disabilities CSPP, numbers of individuals participating in activities, numbers of service providers, organizational capability strengthening, community-wide activities, activity objectives, and sector indicators.

   **DISPOSITION:** Temporary. Cut off at the end of the fiscal year. Destroy 15 years after cutoff.
3. **Data File Outputs (Intermediary Records)** (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

The VRT has extensive reporting capabilities, many of which offer the user filters and formatting options. Currently, there are 11 summary reports in the VRT, each with different relevant filters that summarize data collected from Volunteers for post staff. Post staff can also query data freely using a report generator, meaning they can choose any data point from amongst hundreds of data points collected from Volunteers to display in an Excel spreadsheet. The summary reports can be exported into XML files, PDF files, Word files, TIFF files, MHTML files, CSV files, or Excel spreadsheets. Information from various queries can be used in status reports, and reports to community and country partners. Post staff uses the VRT to complete annual reports for submission to Headquarters, and to prepare reports for local partners. Additionally, headquarters Monitoring, Reporting, and Evaluation staff submits VRT data to the USAID’s Feed the Future Monitoring System (FTFMS). Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record.

**DISPOSITION:** Temporary. Destroy upon verification of successful creation of the final document or file.

4. **Administrative Files (All documentation for temporary electronic records)**  
(Disposition Authority: DAA-GRS-2013-0005-0003) [GRS 3.1, item 051]

Administrative management of the Volunteer Reporting Tool (VRT) such as: satisfaction surveys and their responses, feedback from in-country staff, standard operating procedures, user’s manuals, monitoring activities and disseminating results, and the VRT charter detailing the purpose, vision, and scope of the VRT. Data administration records and documentation relating to electronic records that are scheduled as temporary.

**DISPOSITION:** Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system.
Programming Unit

**Project Plans** (Disposition Authority: N1-490-12-2, item 4)

Peace Corps has from one to five projects in each country, forming the basis of that post's program or mission. Project plans describe the 5-year plan for each project (such as health or education or agriculture) in the host country. The project plan includes but is not limited to the background, project description, project timeline, strategy statements, the monitoring and evaluation plan, and task analysis.

**DISPOSITION:** Temporary. Destroy 7 years after the project is completed or work ceases.

**Teaching English as a Foreign Language (TEFL) Certificates** (Disposition Authority: DAA-0490-2016-0001-0004)

The TEFL certificate is earned by Volunteers after successfully completing 120 hours of field-vetted training sessions, practice teaching, and 2 years of supervised teaching experience. The certificate states the type(s) of training completed.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 30 years after cutoff.

**Women in Development (WID) Program Mission and Policy File** (Disposition Authority: N1-490-92-1, item 2a and 2b)

Records relating to the duties, functions, and purpose of the WID program. The records should be segregated into two subseries: a) Substantive Program Mission and Policy records; and b) Routine Administrative and Reference files. The substantive records have permanent historical value, and the routine files have only temporary value.

a. **Examples of permanent, substantive Program Mission and Policy records include** but are not limited to “Regional Coordinators Group” Minutes of WID Coordinators Meeting, 1986; Program Records and Written Resources of Other Organizations; “Presentations” (speeches by Denman); and Association for WID, April, 1987.

**DISPOSITION:** Permanent. Transfer records to the National Archives when a new WID Coordinator is appointed, or every 5 years, whichever occurs first.

b. **Examples of temporary routine records include** but are not limited to pamphlets, brochures, and related records of organizations dedicated to promoting and assisting with programs for women, such as: reference copies of speeches by Loret Miller Ruppe, Director, PC; film purchase ordering information; “Beyond the Borders,” 8 by 8 inch floppy disc and draft text for handbook; “Budget-OTAPS,” 1985 proposals for FY 1986-1987; “Financial-PSCS, PRs, Contracts, General information; “SPA/TA – OTAPS, 1985-1987;” Peace Corps, PC 25th Anniversary; OTAPS; ICE; Africa Food
Systems Initiative; Gender Issues in Farming Systems Research; Private Voluntary Organizations (PVO), Non-Government Organizations (NGO), the American Association for International Aging, and the American Association for Retired Persons.

**DISPOSITION:** Temporary. Review annually and destroy when no longer needed for program administration.
Training Unit

**Instructional Systems Design Records** (Disposition Authority: DAA-0490-2016-0001-0008)

The training unit creates training resources for overseas staff, trainees, and Volunteers by applying instructional methodologies to training content created by various Overseas Programming and Training Support (OPATS) units and overseas staff. Training records consist of instructions on how to acquire the skills and knowledge that assists overseas staff, trainees, and Volunteers to meet the objectives of their given assignments in areas such as diversity, technical, language, and intercultural training. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, participant assessments, and electronic training resources.

**DISPOSITION:** Temporary. Cut off the end of the calendar year. Destroy 6 years after cutoff.
Peace Corps Response (PCR)

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


**DISPOSITION**: DO NOT DESTROY

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION**: DO NOT DESTROY

**DOVE (Database of Volunteer Experience)**

DOVE is the system used to maintain and manage records relating to the application, evaluation, and placement of Peace Corps, Peace Corps Response (PCR), and Global Health Services Partnership (GHSP) Volunteers. DOVE also contains information relating to the recruitment and staging (pre-departure orientation) of Peace Corps Volunteers. Additionally, the system includes overseas posts’ requests for Peace Corps Volunteers with specific knowledge, skills, and abilities. For PCR and GHSP Volunteers only, the system contains information about country programming, duties, responsibilities, Volunteer qualifications, supervision and reporting requirements,
housing and living conditions, orientation, and safety and security from the Posts. The system also includes records relating to Administrative Separations.

1. **Input / Source Records (Intermediary Records)** (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record.

Persons interested in becoming Peace Corps Volunteers complete cards or sign-up sheets and the information is entered into DOVE by Peace Corps staff members. Where the capability exists (Tablets or other technology), interested persons enter personal information directly into DOVE at recruiting and other events. Information includes name, address (home or school), college/university (if appropriate), major, email address, availability date, knowledge of languages, and information about how they learned about the Peace Corps. Recruitment staff uses the information to follow-up with these individuals and to send them a Peace Corps kit containing additional information about various service locations and job opportunities.

Peace Corps Recruiters enter marketing information regarding particular resources and/or influences that prompted individuals to inquire about the Peace Corps; calendars of recruiting events for each quarter; and information regarding the value of recruiting events.

Applicants (Peace Corps, Peace Corps Response and Global Health Services Partnership Volunteers) enter information into DOVE via a web portal. The application includes personal and background information; and a description of the applicant's knowledge, skills and abilities; motivations for becoming a Volunteer; availability date; and preliminary medical information. Peace Corps Recruiters enter recommendations to further consider a candidate for placement as a Volunteer. Placement staff enters notes from interviews with applicants. Peace Corps Posts enter information about the knowledge, skills and abilities needed for specific jobs in their areas for each recruiting quarter approximately 12 months prior to the time when the trainees are needed in their country of service. This information is used to develop recruitment strategies and to match potential Peace Corps Volunteers to specific positions.

Peace Corps Volunteers who have accepted an invitation to serve provide additional personal information during the staging (onboarding) process. Information includes next of kin and emergency contacts; changes in status (marital, citizenship, legal, financial, etc.); authorizations for release of financial information; hometown news release authorizations; life insurance designation or waiver; safety and security training agreement; assignment description and Welcome Book receipt confirmations; and Passport and Visa submission confirmations.

For Peace Corps Response and Global Health Services Partnership Volunteers, Posts provide information about country programming, duties, responsibilities, Volunteer
qualifications, supervision and reporting requirements, housing and living conditions, orientation, and safety and security; and position descriptions. This information is used to match potential Volunteers to specific positions.

Records relating to Peace Corps Volunteers’ Administrative Separation or Resignation In Lieu Of Administrative Separation are entered into DOVE. These records include the Consideration of Administrative Separation Memorandum; Volunteer response, if any; and the Administrative Separation Memorandum, if written.

**DISPOSITION**: Temporary. Destroy upon verification of successful creation of the final document or file.

2. **Master File**

   a. **DOVE Volunteer Recruitment and Applicant Records** (Disposition Authority: DAA-0490-2016-0006-0001)

   For all potential Volunteers (Peace Corps, Peace Corps Response, Global Health Service Partnerships), information includes applicant’s name, contact information, availability, knowledge of languages, references, overseas suitability assessments, background investigations, evaluator-recruiter interview notes, and invitations to serve. For Peace Corps Volunteers only, also includes an invitation to training, additional personal information, Welcome Book receipt confirmation, and passport and visa submission confirmations, recruitment calendars, strategies, and marketing information.

   **DISPOSITION**: Temporary. Cut off at the end of the fiscal year in which the final action is taken on the application. Destroy 6 years after cutoff.

   b. **Administrative Separation or "Resignation in Lieu of" Records**

   Records relating to a Volunteer's involuntary separation or resignation from the Peace Corps. The records are created at posts and some documents are uploaded to DOVE.

   1) **Post Administrative Separation Records** (Disposition Authority: DAA-0490-2016-0006-0002)

   Includes evidence supporting the Consideration of Administrative Separation, Memorandum, notes, Volunteer resignations, and any other documentation associated with the Volunteer's Administrative Separation or "Resignation in Lieu of" an Administrative Separation.

   **DISPOSITION**: Temporary. Cut off at end of the fiscal year in which the Volunteer is separated or resigns. Destroy 5 years after cutoff.
2) **DOVE Administrative Separation Records** (Disposition Authority: DAA-0490-2016-0006-0003)

Includes the official documentation relating to the Volunteer separation process, including Consideration of Administrative Separation Memorandum; Volunteer response, if any; and the Administrative Separation Memorandum, if written.

**DISPOSITION:** Temporary. Cut off at the end of the fiscal year in which the Volunteer is separated or resigns. Destroy 30 years after cutoff.

c. **Requests for Trainees** (Disposition Authority: DAA-0490-2016-0006-0004)

Information from the Posts about the knowledge, skills and abilities needed for specific jobs in their areas for each recruiting quarter. Includes a description of the project, country conditions, and Volunteer qualifications.

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

3. **Outputs (Intermediary Records)** (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record.

Output records include system generated reports (in hardcopy or electronic format), online displays, or summary statistical information, or any combination of the above. Ad hoc and one-time reports are used to manage and monitor program progress. Examples of reports include application processing time by month, number of countries with Peace Corps Volunteers, number of extensions, on-board strength, and applicant diversity.

[Note: Summary information is captured in the Peace Corps’ Strategic and Performance Plans, Annual Strategic Reviews, Quarterly Strategic Plan Performance Reviews, Performance and Accountability Reports, Integrated Planning and Budget System, and Reports to Congress.]

**DISPOSITION:** Temporary. Destroy upon verification of successful creation of the final document or file.

**UPDATED ITEM - Fingerprint Cards** (Disposition Authority: DAA-0490-2021-0001-0001)

Fingerprint cards of individuals who apply or serve as Volunteers in the Peace Corps.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
NEW ITEM – PCrm (Unscheduled)

Records stored within PCrm such as email marketing templates and contact information for leads, contacts, event participants, etc.

DISPOSITION: DO NOT DESTROY

Peace Corps Response Volunteer Files (Disposition Authority: DAA-0490-2016-0005-0003)

Administrative records that ensure required documentation is completed. Includes checklists and authorizations covering information about next of kin and emergency contacts; changes in status (marital, citizenship, legal, financial, etc.); authorizations for release of financial information; hometown news release authorizations; life insurance designations or waivers; safety and security training agreements; assignment descriptions; passport and visa submission confirmations, and other administrative records.

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

Programming Training Records (Disposition Authority: DAA-0490-2016-0002-0002)

Headquarters programming specialists and subject matter experts in multiple Peace Corps units create content that assists Volunteers/Trainees, headquarters staff and post programming and training staff on how to effectively conduct programs and projects that meet the needs of host country priorities. Includes materials such as training content about specific sector or initiative subjects (such as agriculture, youth, or gender equality); lesson plans and activities; project framework guidance; technical workshop materials; and information briefs.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

Training Records (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
Regions (AF, EMA, IAP)

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


**DISPOSITION:** DO NOT DESTROY

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION:** DO NOT DESTROY

**Administrative Separation or "Resignation in Lieu of" Records**

A Volunteer may be administratively separated at the discretion of the Peace Corps. For an Administrative Separation, the Country Director prepares a Consideration of Administrative Separation Memo, the Volunteer may respond, and the Country Director may write an Administrative Separation Memo. These documents are to be uploaded to DOVE. Country Desk Officers aid in the process of getting the documents in DOVE. (See MS 284 Attachment H)
INSTRUCTIONS: When a Volunteer is considered for an Administrative Separation, the Country Desk Officer (CDO) for that post will do the following after the Country Director sends the Consideration of Administrative Separation Memo, Volunteer response, if any, and Administrative Separation Memo, if prepared: locate the Consideration of Administrative Separation Form in DOVE by selecting the Volunteer’s Talent Record, clicking on the “Forms” icon, and selecting the Consideration of Administrative Separation Form in the “Select form” dropdown menu. The CDO then clicks “Add Form” and completes the required fields (indicated by red asterisk) of the Consideration of Administrative Separation Form, and then clicks “Save.”

IPBS (Integrated Planning and Budget System) / Post Operating Plan (Disposition Authority: N1-490-12-3, item 9)

One-year budget plan for post operations.

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

IPBS (Integrated Planning and Budget System) / Post Strategic Plan (Disposition Authority: N1-490-12-2, item 6)

Annually, 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.

INSTRUCTIONS: Posts submit to Regions. Regions are responsible for maintaining and transferring to the National Archives. (See disposition.)

DISPOSITION: Permanent. Cut off when Strategic Plan is published.
1. Send copy to Region Director at the end of the fiscal year. RD to send to the National Archives 3 years after cutoff.
2. Post keeps a copy. Destroy 3 years after cutoff.

Memoranda of Understanding (MOUs) (Disposition Authority: N1-490-95-10, item 2)

Documents Peace Corps program agreements with other government entities such as state, local, municipal, federal, and foreign governments; and private sector institutions such as universities, foundations, institutes, and corporations. Programs include training of Volunteers; recruitment of Volunteers; foreign health care; travel arrangements; manpower and/or supplies for joint projects; field site administrative oversight; etc.


DISPOSITION: Permanent. Cut off at the end of the calendar year when the agreement is concluded. Transfer to the National Archives 20 years after cutoff or
when no longer needed for administrative, audit, legal, or other operational purposes, whichever is sooner.

b. **Administrative Reference Copies of Memoranda of Understanding.** Copies of original Peace Corps agreements used to administer affected programs.

**DISPOSITION:** Temporary. Destroy when no longer needed for administrative, audit, legal, or other operational purposes.

**Monitoring and Evaluation Records** (Disposition Authority: DAA-0490-2016-0002-0001)

Headquarters evaluation specialists in multiple Peace Corps units develop guidance for post staff and Volunteers on monitoring, reporting, and evaluating posts’ programs and projects. The guidance shows how to design projects to focus on and align with post needs by applying monitoring and evaluation principles; develop metrics of the efficacy of programs and projects towards their objectives; collect, compare, and analyze sector or post-defined indicators; and report project accomplishments to Headquarters, in-country partners, and other stakeholders. Consists of quick tips, and guidance about how to design, monitor, and evaluate plans, projects, and programs, including workshop materials.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Personal Locator Beacons (PLBs) Records** (Disposition Authority: DAA-GRS-2016-0004-0001) [GRS 5.3, item 010]

Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports. Records on continuity or emergency tests or exercises.

• records on continuity or emergency tests or exercises, such as:
  o instructions to members participating in tests
  o staffing assignments
  o records of tests of communications and facilities

**DISPOSITION:** Temporary. Destroy when 3 years old or 3 years after superseded or obsolete.

**Programming Training Records** (Disposition Authority: DAA-0490-2016-0002-0002)

Headquarters programming specialists and subject matter experts in multiple Peace Corps units create content that assists Volunteers/Trainees, headquarters staff and post programming and training staff on how to effectively conduct programs and projects that meet the needs of host country priorities. Includes materials such as training content about specific sector or initiative subjects (such as agriculture, youth, or
gender equality); lesson plans and activities; project framework guidance; technical workshop materials; and information briefs.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Read for Life Literacy Records / Routine** (Disposition Authority: DAA-0490-2017-0005-0003)

Includes program records, such as strategic plans, reports, marketing materials, teacher guides, handbooks, and other materials.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Training Records** (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, and headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Volunteer / Trainee Death or Disappearance Case Files** (Disposition Authority: N1-490-95-9, item 1b)

These records consist of applications, cables, correspondence, death certificates, memorandums, property inventories, press clippings, resumes, reports, and other materials relating to the death or disappearance of Volunteers and Trainees.

**DISPOSITION:** Permanent. Send to Office of Safety and Security after completion of investigation.

**Workshops and Conferences (Administrative Training Records)** (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, and headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
Safety and Security (OSS)

**NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial.** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


**DISPOSITION: DO NOT DESTROY**

**NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION: DO NOT DESTROY**

**Accident and Incident Records** (Disposition Authority: DAA-GRS-2017-0006-0013) [GRS 5.6, item 100]

Records documenting accidents and incidents occurring on, in, or at Government-owned or leased facilities, vehicles (land, water, and air), and property used by Federal agencies. Includes:

- statements of witnesses
- warning notices
- records about arrests, commitments, and traffic violations
- accident and incident reports
• law enforcement agency requests for information

**Exclusion 1:** Records of the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) relating to aircraft used by Federal agencies, including leased aircraft used by Federal agencies. The FAA and NTSB cover these records under agency-specific schedules.

**Exclusion 2:** Workers’ compensation (personnel injury compensation) records. Employee Compensation and Benefits Records DAA-GRS-2016-0015-0012 [GRS 2.4, item 100] and DAA-GRS-2016-0015-0013 [GRS 2.4, item 101] covers these records.

**Exclusion 3:** Records that vehicle management offices maintain about vehicle and vessel accidents—land, water, and air. Facility, Equipment, Vehicle, Property, and Supply Records DAA-GRS-2016-0011-0017 [GRS 5.4, item 140] covers these records.

**DISPOSITION:** Temporary. Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later.

**Classified or Controlled Unclassified Document Container Records** (Disposition Authority: DAA-GRS-2016-0002-0003) [GRS 4.2, item 032]

**Records relating to classified or controlled unclassified document containers**
Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security, such as SF-701 and SF-702.

**Note:** Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.

**DISPOSITION:** Temporary. Destroy 90 days after last entry on form.

**Classified Information Non-Disclosure Agreement Form (SF 312)** (Disposition Authority: DAA-GRS-2015-0002-0003) [GRS 4.2, item 121]

**Records maintained separately from the individual’s official personnel folder.** Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by executive orders governing security classification.

**DISPOSITION:** Temporary. Destroy when 50 years old.

**Colocation Waiver** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY
**Communication Security Custodian Acknowledgment of Responsibility / Agreement**  
(Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Consolidated Incident Reporting System (CIRS)**  
(Disposition Authority: DAA-0490-2013-0002-0001)

Database of crimes committed against Peace Corps Volunteers/Trainees, crimes committed against Peace Corps staff or property, vehicular accidents involving Volunteers/Trainees, and other security incidents involving Volunteers/Trainees. Information in the system dates from April 1962. This version of the system was launched in August 2011. The “Kate Puzey Peace Corps Volunteer Protection Act of 2011” requires the collection of the data in the system, although it does not mandate the creation of the system.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year in which the security incident occurred. Destroy 10 years after cutoff or when no longer needed for agency business occurs, whichever is later.

**NEW ITEM - Coordinated Agency Response System Case Management System (CARS CMS) / Security Incident Management System (SIMS)**  
(Disposition Authority: DAA-0490-2013-0003-0002)

Database of case files about violent crimes committed against Volunteers. The system contains information about crimes, interactions and communications between the victim and Peace Corps staff, support services provided to the Volunteer, and when appropriate, the outcome of criminal and legal proceedings.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year in which the case was closed. Destroy 10 years after cutoff or when no longer needed for business purposes occur, whichever is later.

**Continuity Planning and Related Emergency Planning Files**  
(Disposition Authority: DAA-GRS-2016-0004-0001) [GRS 5.3, item 010]

Records may include:
- records on continuity and emergency planning administrative and operational activities:
  - briefing materials and presentations
  - status reports
  - informational papers
  - files documenting policy or plan development, including policy studies
  - procedures, operational manuals, and related development records
  - implementation guidance
  - related correspondence
  - Memorandum(s) of Understanding
  - Delegations of Authority/Orders of Succession
• continuity plans or directives and supporting documentation, including but not limited to:
  o Continuity of Operations (COOP) plans
  o Devolution Plans
  o Occupant Emergency Plans (OEP)
  o Emergency Action Plans (EAP)
  o Facility Emergency Action Plans (FEAPS)
  o Records Emergency Plans (REMT)
  o Disaster Recovery Plans (DRP)
  o Pandemic Influenza Plans
• records on continuity or emergency tests or exercises, such as:
  o instructions to members participating in tests
  o staffing assignments
  o records of tests of communications and facilities
• evaluative reports on continuity or emergency tests or exercises, such as:
  o result reports
  o readiness reports
  o risk and vulnerability assessments
  o site evaluations and inspections
  o corrective action plans
  o after action reports/improvement plans

**Exclusion 1:** This item does not include incident response records. These records may be of permanent value and should be scheduled by an agency-specific records schedule approved by the National Archives.

**Exclusion 2:** This item does not include high-level Government-wide Continuity of Government (COG) records, although it can cover agency specific COG records.

**Exclusion 3:** This item does not include the records of high-level officials (Capstone officials) as defined in DAA-GRS-2014-0001-0001 [GRS 6.1, item 010], or emergency plans that are part of a series of directives. Emergency plans issued as directives should be disposed of according to the disposition authority for agency directives.

**DISPOSITION:** Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable.

*Employee Emergency Contact Information* (Disposition Authority: DAA-GRS-2016-0004-0002) [GRS 5.3, item 020]

Records used to account for and maintain communication with personnel during emergencies, office dismissal, and closure situations. Records include name and emergency contact information such as phone numbers or addresses. Records may also include other information on employees such as responsibilities assigned to the individual during an emergency situation.
**Exclusion:** This item does not include employee directories that contain information about where employees are located in facilities and work phone numbers (covered under DAA-GRS-2016-0012-0002) [GRS 5.5, item 020].

**DISPOSITION:** Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee.

### Facility Security Assessment Records

Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies.

Includes:
- facility notes
- inspector notes and reports
- vulnerability assessments

#### a. All other facility security areas (Disposition Authority: DAA-GRS-2017-0006-0011) [GRS 5.6, item 081]

Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.

**DISPOSITION:** Temporary. Destroy 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner.

### Index to the Personnel Security Case Files (Disposition Authority: DAA-GRS-2017-0006-0026) [GRS 5.6, item 190]

Lists or reports showing the current security clearance status of individuals.

**DISPOSITION:** Temporary. Destroy when superseded or obsolete.

### Information Access and Protection Operational Records

#### Access control records (Disposition Authority: DAA-GRS-2013-0007-0020) [GRS 4.2, item 031]

Includes:
- safe and padlock combinations
- names or other personal identifiers of individuals who know combinations
- comparable data used to control access into classified document containers

**DISPOSITION:** Temporary. Destroy when superseded or obsolete.
**Information Security Violations Records** (Disposition Authority: DAA-GRS-2017-0006-0027) [GRS 5.6, item 200]

Case files about investigating alleged violations of executive orders, laws, or agency regulations on safeguarding national security information. Includes allegations referred to the Department of Justice or Department of Defense. Includes final reports and products.

Exclusion 1: Documents placed in Official Personnel Folders. GRS 2.2, Employee Management Records covers these records.

Exclusion 2: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.

**DISPOSITION:** Temporary. Destroy 5 years after close of case or final action, whichever occurs sooner.

---

**Insider Threat Administrative and Operations Records** (Disposition Authority: DAA-GRS-2017-0006-0028) [GRS 5.6, item 210]

Records about insider threat program and program activities. Includes:
- correspondence related to data gathering
- briefing materials and presentations business use
- status reports
- procedures, operational manuals, and related development records
- implementation guidance
- periodic inventory of all information, files, and systems owned
- plans or directives and supporting documentation, such as:
  - independent and self-assessments
  - corrective action plans
  - evaluative reports

**Note:** GRS 2.6, Employee Training Records, covers records on mandatory employee training about insider threats.

**DISPOSITION:** Temporary. Destroy when 7 years old.

---

**Interagency Security Committee Member Records** (Disposition Authority: DAA-GRS-2017-0006-0009) [GRS 5.6, item 070]

Records are agency copies of committee records documenting the administration, operation, and decisions of the committee. Includes:
- agendas
- meeting minutes
- best practice and standards documents
- funding documents for security countermeasures
**Exclusion**: Records documenting the committee's establishment, organization, policy, membership, meetings, findings, recommendations, and accomplishments maintained by the Department of Homeland Security (DHS). DHS covers these records under an agency-specific schedule.

**DISPOSITION**: Temporary. Destroy when 10 years old.

**Key and Card Access Accountability Records**

Records accounting for keys and electronic access cards.

1. **All other facility security areas** (Disposition Authority: DAA-GRS-2017-0006-0003) [GRS 5.6, item 021]

   Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.

   **DISPOSITION**: Temporary. Destroy 6 months after return of key.

**Legal Environmental Survey** (Disposition Authority: N1-490-12-5, item 3)

Review of legal and investigative capabilities of host country. This document, completed by the Peace Corps Safety and Security Officer (PCSSO) in collaboration with the post, provides information about the legal process in the host country, including the rights and role of crime victims. It also provides details about how host countries treat sexual assaults, and the process of death investigations and forensic examinations.

[Note: PCSSOs send record copy to HQ Safety and Security Office.]

**DISPOSITION**: Temporary. Cut off when updated. Destroy at cutoff.

**Local Facility Identification and Card Access Records** (Disposition Authority: DAA-GRS-2017-0006-0018) [GRS 5.6, item 130]

Temporary employee, contractor, and occasional visitor facility and network identification access card and identity management system records. Identification verification credentials issued by facility or building managers to provide local verification credentials and cards issued by facility or building managers to provide local identification and access. Includes:

- temporary identification cards issued to temporary employees, contractors, and occasional visitors who do not meet the FIPS 201 Standard requirements for PIV issuance
- supplemental cards issued to access elevators
- personnel identification records stored in an identity management system for temporary card issuance
- parking permits
**DISPOSITION:** Temporary. Destroy upon immediate collection once the temporary credential or card is returned for potential reissuance due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner.

**NEW ITEM – PCCATS Personnel Security Case Management Database** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Peace Corps Safety and Security Officer (PCSSO) Report Files** (Disposition Authority: N1-490-12-5, item 4)

Reports include threat assessments and ad hoc trip reports. A threat assessment is conducted by PCSSOs every 5 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. Trip reports, written by PCSSOs after reviewing safety and security issues at posts, contain information about the PCSSO's activities while at post, observations, and recommendations.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year of report. Destroy 5 years after cutoff.

**Personal Identification Credentials and Cards**

Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as Common Access Cards (CAC) cards, Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.

**Exclusion:** Records of certain classes of Government employee identification cards, such as those covered under special-risk security provisions or 44 U.S.C. Section 3542, are covered by agency-specific schedules.

**1. Application and activation records** (Disposition Authority: DAA-GRS-2017-0006-0016) [GRS 5.6, item 120]

Applications and supporting documentation, such as chain-of-trust records, for identification credentials. Includes:
- application for identification card
- a log of activities that documents who took the action, what action was taken, when and where the action took place, and what data was collected
- lost or stolen credential documentation or police report
**DISPOSITION:** Temporary. Destroy mandatory and optional data elements housed in the agency identity management system and printed on the identification card 6 years after terminating an employee or contractor’s employment.

2. **Cards** (Disposition Authority: DAA-GRS-2017-0006-0017) [GRS 5.6, item 121]

**DISPOSITION:** Temporary. Destroy after expiration, confiscation, or return.

**Personnel Security and Access Clearance Records**

Records about security clearances, and other clearances for access to Government facilities or to sensitive data, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Includes:

- questionnaires
- summaries of reports prepared by the investigating agency
- documentation of agency adjudication process and final determination


1. **Records of people not issued clearances** (Disposition Authority: DAA-GRS-2017-0006-0024) [GRS 5.6, item 180]

Includes case files of applicants not hired.

**Exclusion:** Copies of investigative reports are covered in DAA-GRS-2017-0006-0022 [GRS 5.6, item 170] and DAA-GRS-2017-0006-0023 [GRS 5.6, item 171].

**DISPOSITION:** Temporary. Destroy 1 year after consideration of the candidate ends.

2. **Records of people issued clearances** (Disposition Authority: DAA-GRS-2017-0006-0025) [GRS 5.6, item 181]

**Exclusion:** Copies of investigative reports are covered in DAA-GRS-2017-0006-0022 [GRS 5.6, item 170] and DAA-GRS-2017-0006-0023 [GRS 5.6, item 171].

**DISPOSITION:** Temporary. Destroy 5 years after employee or contractor relationship ends.

**Personnel Security Investigative Reports**

Investigative reports and related documents agencies create or use to support initial favorable eligibility determinations, fitness determinations, and periodic reinvestigations, or to implement a continuous evaluation program.
1. Personnel suitability and eligibility investigative reports (Disposition Authority: DAA-GRS-2017-0006-0022) [GRS 5.6, item 170]

DISPOSITION: Temporary. Destroy in accordance with the investigating agency instruction.

2. Reports and records created by agencies conducting investigations under delegated investigative authority (Disposition Authority: DAA-GRS-2017-0006-0023) [GRS 5.6, item 171]

DISPOSITION: Temporary. Destroy in accordance with delegated authority agreement or memorandum of understanding.

Routine Security Operations Records (Disposition Authority: DAA-GRS-2017-0006-0012) [GRS 5.6, item 090]

Records about detecting potential security risks, threats, or prohibited items carried onto Federal property or impacting assets, including records documenting access control, screening, patrol and response, and control center operations. Includes:
- control center key or code records
- registers of patrol and alarm services
- service reports on interruptions and tests
- emergency alarm contact call lists
- temporary identification cards
- correspondence or lists of facility occupants authorized to enter with a prohibited or controlled item on an identified date
- round and perimeter check reports, including facility patrol tour data
- surveillance records
  - recordings of protective mobile radio transmissions
  - video surveillance recordings
  - closed circuit television (CCTV) records
- door slip summaries

Exclusion: Law enforcement officer-related records, which are covered by agency-specific schedules.

Note: Records of accidents and incidents are covered under item 100 and records of visitor processing are covered under items 110 and 111.

DISPOSITION: Temporary. Destroy when 30 days old.

NEW ITEM - RQS, DSS (Unscheduled)

DISPOSITION: DO NOT DESTROY
Security Administrative Records (Disposition Authority: DAA-GRS-2017-0006-0001) [GRS 5.6, item 010]

Records about routine facility security, protective services, and personnel security program administration. Includes:
- status reports on cleared individuals and other reports
- staffing level and work planning assessments, such as guard assignment records
- standard operating procedures manuals
- daily/shift logs

DISPOSITION: Temporary. Destroy when 3 years old.

NEW ITEM - Security Incident Questionnaire (SIQ) Data Collection System (Unscheduled)

DISPOSITION: DO NOT DESTROY

NEW ITEM - Security Incident Questionnaire (SIQ) SOPs, Survey, Documentation, Training Data (Unscheduled)

DISPOSITION: DO NOT DESTROY

Statistical Report of Crimes Against Volunteers (Disposition Authority: DAA-0490-2013-0002-0002)

Annual report produced by the Office of Safety and Security (headquarters), documenting information about the types of assaults and in-service deaths or disappearances, and the demographics of the victims, including strategies to reduce risks to Volunteers. The data comes from the Consolidated Incident Reporting System (CIRS). From 2001 to 2010, this report was titled “Annual Report of Volunteer Safety.”

DISPOSITION: Permanent. Cut off at end of the calendar year in which the report is issued. For textual records, transfer records dating from 2001-2009, to National Archives in a block 15 years after cutoff (i.e. in 2025). For electronic records, transfer to National Archives 5 years after cutoff in 5 year blocks (beginning in 2020, transfer records dating 2010-2014; in 2025, transfer records dating 2015-2019, etc.).

Training Records (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
**Violent Crime Reports** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Visitor Processing Records**

Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and reports on vehicles and passengers.

**Note:** Information Access and Protection Records DAA-GRS-2016-0002-0002 [GRS 4.2, item 030] covers requests and authorizations for individuals to have access to classified files.

1. **All other facility security areas** (Disposition Authority: DAA-GRS-2017-0006-0015) [GRS 5.6, item 111]

   Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.

   **DISPOSITION:** Temporary. Destroy when 2 years old.

**Volunteer Safety and Overseas Security (SOPs)** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

**Volunteer Death and Disappearance Records** (Disposition Authority: N1-490-95-9, item 1)

These records consist of applications, cables, correspondence, death certificates, memorandums, property inventories, press clippings, resumes, reports, and other materials relating to the death or disappearance of Volunteers and Trainees.

**DISPOSITION:** Permanent. Transfer to the National Archives when 30 years old.
Strategic Information, Research, and Planning (OSIRP)

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


**Note:** Includes global reports such as the Annual Volunteer Survey (Global Tabular Report), the Global Counterpart Survey Summary Report, special studies, Bi-annual Open Government Plans, and Country Portfolio Reviews.

**DISPOSITION:** DO NOT DESTROY

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**Note:** Includes region- and country-specific reports such as the Host Country Staff Survey Report and the Host Country Impact Study reports.

**DISPOSITION:** DO NOT DESTROY
Office of Strategic Information, Research, and Planning (OSIRP) Records / Raw Data Files
(Disposition Authority: DAA-0490-2017-0004-0003)

SPSS or other raw data files and data sets extracted from vendor or agency databases. Records contain information about Volunteers, posts, host country counterparts, and headquarter offices. Also includes spreadsheets, charts, graphs, and tables.

DISPOSITION: Temporary. Cut off at the end of the fiscal year. Destroy 10 years after cutoff or when no longer needed for business purposes.
Victim Advocacy (OVA)

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Substantial, (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.
Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.

DISPOSITION: DO NOT DESTROY

NEW ITEM - Associate Director / Deputy Director (or Equivalent) Program Records - Administrative (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

DISPOSITION: DO NOT DESTROY

Victim Advocate Case Files (Disposition Authority: DAA-0490-2013-0003-0001)

Files contain a copy of the Consolidated Incident Reporting System (CIRS) report for violent crimes, detailing information on the incident that took place (type of crime, date of crime, possible involvement of law enforcement, possible forensic exam); the paper intake form, which captures a snapshot of the incident; name of the victim advocate assigned to the case, and steps taken by the victim and post staff. The file also contains contact information for the victim and any handwritten notes taken by the assigned victim advocate.
**DISPOSITION**: Temporary. Cut off at the end of the calendar year in which the case was closed. Destroy 10 years after cutoff.
Volunteer Recruitment and Selection (VRS)

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records**
- **Substantial** (Disposition Authority: Pending Permanent)

Substantial files pertaining to the mission of Peace Corps program offices (HR, Volunteer Recruitment and Selection, et. al); formulation and development of policies, allocations of resources including domestic and international deployments, and other records directing the activities of sub-offices and Posts. Includes interim and final policies; official memoranda and correspondence signed by the Associate Director (for example “Memos to the Field”); Memorandums of Agreement, Memorandums of Cooperation (unless specifically noted in another Peace Corps schedule), strategic plans, committee charters, statistical analyses, notifications summarizing new policies or directives, Senior Staff meeting minutes and agendas (AD/RD meetings and Field Advisory Board meetings, etc.), and Volunteer recruitment strategies.

Also includes reports such as but not limited to: annual, bi-annual, and ad hoc reports such as “Country Status Reports,” transition reports, international crisis reports on civil or natural disasters, and recommendations to Senior Management.


**DISPOSITION**: DO NOT DESTROY

**UPDATED ITEM - Associate Director / Deputy Director (or Equivalent) Program Records**
- **Administrative** (Disposition Authority: Pending Temporary)

Records relating to routine program and administrative activities. Records include drafts of formal and routine correspondence, administrative memoranda (such as Country Director selection memos), interim and administrative reports (agency dashboards; New Hire report, etc.), and financial records; administrative meeting minutes and agendas, background or briefing materials, talking points, promotional materials; working files; and administrative cables from the Department of State.

**DISPOSITION**: DO NOT DESTROY

**DOVE (Database of Volunteer Experience)**

DOVE is the system used to maintain and manage records relating to the application, evaluation, and placement of Peace Corps, Peace Corps Response (PCR), and Global Health Services Partnership (GHSP) Volunteers. DOVE also contains information relating to the recruitment and staging (pre-departure orientation) of Peace Corps Volunteers. Additionally, the system includes overseas posts’ requests for Peace Corps Volunteers with specific knowledge, skills, and abilities. For PCR and GHSP Volunteers only, the system contains information about country programming, duties, responsibilities, Volunteer qualifications, supervision and reporting requirements,
housing and living conditions, orientation, and safety and security from the Posts. The system also includes records relating to Administrative Separations.

1. **Input / Source Records** (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record.

Persons interested in becoming Peace Corps Volunteers complete cards or sign-up sheets and the information is entered into DOVE by Peace Corps staff members. Where the capability exists (Tablets or other technology), interested person enter personal information directly into DOVE at recruiting and other events. Information includes name, address (home or school), college/university (if appropriate), major, email address, availability date, knowledge of languages, and information about how they learned about the Peace Corps. Recruitment staff uses the information to follow-up with these individuals and to send them a Peace Corps kit containing additional information about various service locations and job opportunities.

Peace Corps Recruiters enter marketing information regarding particular resources and/or influences that prompted individuals to inquire about the Peace Corps; calendars of recruiting events for each quarter; and information regarding the value of recruiting events.

Applicants (Peace Corps, Peace Corps Response and Global Health Services Partnership Volunteers) enter information into DOVE via a web portal. The application includes personal and background information; and a description of the applicant's knowledge, skills and abilities; motivations for becoming a Volunteer; availability date; and preliminary medical information. Peace Corps Recruiters enter recommendations to further consider a candidate for placement as a Volunteer. Placement staff enters notes from interviews with applicants.

Peace Corps Posts enter information about the knowledge, skills and abilities needed for specific jobs in their areas for each recruiting quarter approximately 12 months prior to the time when the trainees are needed in their country of service. This information is used to develop recruitment strategies and to match potential Peace Corps Volunteers to specific positions.

Peace Corps Volunteers who have accepted an invitation to serve provide additional personal information during the staging (onboarding) process. Information includes next of kin and emergency contacts; changes in status (marital, citizenship, legal, financial, etc.); authorizations for release of financial information; hometown news release authorizations; life insurance designation or waiver; safety and security training agreement; assignment description and Welcome Book receipt confirmations; and Passport and Visa submission confirmations.
For Peace Corps Response and Global Health Services Partnership Volunteers, Posts provide information about country programming, duties, responsibilities, Volunteer qualifications, supervision and reporting requirements, housing and living conditions, orientation, and safety and security; and position descriptions. This information is used to match potential Volunteers to specific positions.

Records relating to Peace Corps Volunteers’ Administrative Separation or Resignation In Lieu Of Administrative Separation are entered into DOVE. These records include the Consideration of Administrative Separation Memorandum; Volunteer response, if any; and the Administrative Separation Memorandum, if written.

**DISPOSITION:** Temporary. Destroy upon verification of successful creation of the final document or file.

2. **Master File**

   a. **DOVE Volunteer Recruitment and Applicant Records** (Disposition Authority: DAA-0490-2016-0006-0001)

      For all potential Volunteers (Peace Corps, Peace Corps Response, Global Health Service Partnerships), information includes applicant’s name, contact information, availability, knowledge of languages, references, overseas suitability assessments, background investigations, evaluator-recruiter interview notes, and invitations to serve. For Peace Corps Volunteers only, also includes an invitation to training, additional personal information, Welcome Book receipt confirmation, and passport and visa submission confirmations, recruitment calendars, strategies, and marketing information.

      **DISPOSITION:** Temporary. Cut off at the end of the fiscal year in which the final action is taken on the application. Destroy 6 years after cutoff.

   b. **Administrative Separation or "Resignation in Lieu of" Records**

      Records relating to a Volunteer's involuntary separation or resignation from the Peace Corps. The records are created at posts and some documents are uploaded to DOVE.

      1) **Post Administrative Separation Records** (Disposition Authority: DAA-0490-2016-0006-0002)

         Includes evidence supporting the Consideration of Administrative Separation, Memorandum, notes, Volunteer resignations, and any other documentation associated with the Volunteer's Administrative Separation or "Resignation in Lieu of" an Administrative Separation.
**DISPOSITION**: Temporary. Cut off at end of the fiscal year in which the Volunteer is separated or resigns. Destroy 5 years after cutoff.

2) **DOVE Administrative Separation Records** (Disposition Authority: DAA-0490-2016-0006-0003)

Includes the official documentation relating to the Volunteer separation process, including Consideration of Administrative Separation Memorandum; Volunteer response, if any; and the Administrative Separation Memorandum, if written.

**DISPOSITION**: Temporary. Cut off at the end of the fiscal year in which the Volunteer is separated or resigns. Destroy 30 years after cutoff.

c. **Requests for Trainees** (Disposition Authority: DAA-0490-2016-0006-0004)

Information from the Posts about the knowledge, skills and abilities needed for specific jobs in their areas for each recruiting quarter. Includes a description of the project, country conditions, and Volunteer qualifications.

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

3. **Outputs** (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record.

Output records include system generated reports (in hardcopy or electronic format), online displays, or summary statistical information, or any combination of the above. Ad hoc and one-time reports are used to manage and monitor program progress. Examples of reports include application processing time by month, number of countries with Peace Corps Volunteers, number of extensions, on-board strength, and applicant diversity.

**Note**: Summary information is captured in the Peace Corps’ Strategic and Performance Plans, Annual Strategic Reviews, Quarterly Strategic Plan Performance Reviews, Performance and Accountability Reports, Integrated Planning and Budget System, and Reports to Congress.

**DISPOSITION**: Temporary. Destroy upon verification of successful creation of the final document or file.
Recruitment Records (Disposition Authority: DAA-0490-2016-0004-0002)

Records relating to Peace Corps' Volunteer recruitment efforts. Records include headquarters' and regional recruiting offices' promotional materials, campaign guidance, planning, and event files, as well as college and university partnerships files.

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

Social Media Records (Unscheduled)

DISPOSITION: DO NOT DESTROY

Training Records (Disposition Authority: DAA-0490-2016-0002-0003)

Headquarters subject matter experts create training content for Volunteers/Trainees, and headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

Websites (External and Internal) (Unscheduled)

INSTRUCTIONS: DO NOT DESTROY
Office of Analysis and Evaluation (OAE)

Volunteer Recruitment and Selection Records / Administrative (Disposition Authority: DAA-0490-2017-0009-0002)

Records relating to the Volunteer Recruitment and Selection administrative and program support activities. May include routine correspondence, guidance documents, administrative reports, marketing plans, and monthly updates.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
Placement

**UPDATED ITEM** - **Background Investigations** - Personnel security investigative reports / Reports and records created by agencies conducting investigations under delegated investigative authority (Disposition Authority: DAA-GRS-2017-0006-0023) [GRS 5.6, item 170]

Investigations initiated and assembled by Defense Counter Intelligence & Security Agency. The original file is owned by DCSA.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy after 6 years.

**UPDATED ITEM** - **Fingerprint Cards** (Disposition Authority: DAA-0490-2021-0001-0001)

Fingerprint cards of individuals who apply or serve as Volunteers in the Peace Corps.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.

**Guide to Placement and Trainee Request Handbook** (Disposition Authority: N1-490-95-11, item 1)

The Trainee Request Handbook provides an analysis of the programming and supply trends affecting each of the assignment areas for which the Peace Corps has programs and recruits Volunteers. Based on recruiting statistics and applicant pool, it provides information to the posts on the type of Volunteer they are likely to receive based on the type of position for which they are recruiting. The Handbook is issued once a year in the fall.

**DISPOSITION:** Temporary. Cut off upon issuance of the new handbook. Destroy 6 years after cutoff.

**NEW ITEM** - **Staging Sign-in Sheets** (Disposition Authority: Unscheduled)

Paper Sign-in sheets that trainees were required to sign when arriving for staging. Verifying that trainees had read and understood the Volunteer handbook and acknowledged the rules and regulations of Peace Corps.

**DISPOSITION:** DO NOT DESTROY
Volunteer Recruitment and Selection Records / Administrative (Disposition Authority: DAA-0490-2017-0009-0002)

Records relating to the Volunteer Recruitment and Selection administrative and program support activities. May include routine correspondence, guidance documents, administrative reports, marketing plans, and monthly updates.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
Recruitment

Facility, Space, Vehicle, Equipment, Stock, and Supply Administrative and Operational Records (Disposition Authority: DAA-GRS-2016-0011-0001) [GRS 5.4, item 010]

Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:
- statistical and narrative reports
- studies
- requests for space using Standard Form 81 or equivalent
- space assignments and directories
- inventories of property, equipment, furnishings, stock, and supplies
- reports of survey regarding lost, damaged, missing, or destroyed property
- requisitions for supplies and equipment
- records tracking supply and procurement requirements
- records scheduling and dispatching vehicles, monitoring use, and reporting use
- related correspondence

Exclusion: Records of supply and property procurement DAA-GRS-2013-0003-0001 [GRS 1.1, item 010] covers these.

DISPOSITION: Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate.

Recruitment Records (Disposition Authority: DAA-0490-2016-0004-0002)

Records relating to Peace Corps’ Volunteer recruitment efforts. Records include headquarters’ and regional recruiting offices’ promotional materials, campaign guidance, planning, and event files, as well as college and university partnerships files.

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

Vehicle Accident and Incident Records (Disposition Authority: DAA-GRS-2016-0011-0017) [GRS 5.4, item 140]

Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including:
- Standard Form 91, Motor Vehicle Accident Report
- Standard Form 94, Statement of Witness
- Standard Form 95, Claim for Damage, Injury, or Death
- copies of investigative reports (see Exclusion for original investigative reports)
**Exclusion**: Original formal accident and incident investigation records (covered under GRS 5.6).

**DISPOSITION**: Temporary. Destroy 3 years after case is closed.

**Vehicle and Equipment Ownership Records and Operation Manuals** (Disposition Authority: DAA-GRS-2016-0011-0003) [GRS 5.4, item 030]

Vehicle and equipment identification, registration, and warranty records. Also manuals and similar documentation, whether produced locally or by the manufacturer.

**DISPOSITION**: Temporary. Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.

**Vehicle Inspection, Maintenance, and Service Records** (Disposition Authority: DAA-GRS-2016-0011-0011) [GRS 5.4, item 090]

Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:

- work orders, service and repair requisitions, and logs
- descriptions of provided service and repair, and related papers

**Exclusion**: Records agencies hold to document expenditure of appropriated or non-appropriated funds DAA-GRS-2013-0003-0001 [GRS 1.1, item 010] covers these.

**DISPOSITION**: Temporary. Destroy when 3 years old. Transfer of extant records to new owner at sale or donation is authorized.

**Vehicle Operator Records** (Disposition Authority: DAA-GRS-2016-0011-0014) [GRS 5.4, item 110]

Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records.

**Exclusion**: Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).

**DISPOSITION**: Temporary. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.
Volunteer Recruitment and Selection Records / Administrative (Disposition Authority: DAA-0490-2017-0009-0002)

Records relating to the Volunteer Recruitment and Selection administrative and program support activities. May include routine correspondence, guidance documents, administrative reports, marketing plans, and monthly updates.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
University Programs (UP)

University Programs (UP) Files - High Level (Disposition Authority: DAA-0490-2019-0002-0001)

Records include policy decisions, program policies, strategic plans, annual reports, Memorandums of Agreement, Memorandums of Cooperation (except those specified elsewhere), program brochures, notifications of college and university program terminations, and other high-level records pertaining to the creation and operation of the University Programs Partnership programs.

DISPOSITION: Permanent. Cut off at the end of the calendar year. Transfer to inactive storage when no longer needed for immediate business use. Transfer electronic records to the National Archives for pre-accessioning 5 years after cutoff. Transfer to the National Archives 15 years after cutoff.

University Programs (UP) Files – Routine (Disposition Authority: DAA-0490-2019-0002-0002)

All other materials (not included in Item 1 - High-Level) relating to the day to day operations of the University Programs Partnership programs. Includes, but not limited to routine correspondence, site visits, conference materials, guidance documents, administrative reports, marketing plans, application files, university publications, and monthly updates.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Transfer to inactive storage when no longer needed for current business use. Destroy 7 years after cutoff.

Master’s International and Fellows Newsletters (Disposition Authority: DAA-0490-2014-0004-0005)

Newsletters distributed to the Masters International and/or Fellows communities, including Peace Corps Volunteers, Returned Peace Corps Volunteers, and current and former Masters International and Fellows participants. The newsletters may provide information about headquarters activities, profile Masters International or Fellows participants, or describe university programs.

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

Master’s International and Fellows Photographs and Authorizations (Disposition Authority: DAA-0490-2014-0004-0006)

Photographs of Masters International or Fellows Program participants and the authorizations to use those photographs. These photographs may be used in newsletters or for other marketing purposes.
**DISPOSITION**: Temporary. Cut off at the end of the fiscal year. Destroy 50 years after cutoff.

**Master’s International Program Files / High Level** (Disposition Authority: DAA-0490-2014-0004-0003)

High-level files pertaining to the operation of the Master’s International Program. Records include documents concerning policy decisions, program policies, annual reports, Memorandums of Agreement, Memorandums of Cooperation, and program brochures.

**DISPOSITION**: Permanent. Cut off at the end of calendar year. Transfer electronic records to the National Archives as a pre-accession 5 years after cutoff in 5 year blocks when the latest record in block is 5 years old. (For example, beginning in 2015, transfer records dated prior to 2010; in 2020 transfer records dated 2011-2015, etc.) in a medium and format acceptable to the National Archives in accordance with National Archives regulations and guidance in effect at the time of transfer. Transfer paper records to the National Archives in 5 year blocks 15 years after cutoff. Transfer legal custody of paper and electronic records to the National Archives 15 years after cutoff.

**Master’s International Program Files / Routine** (Disposition Authority: DAA-0490-2014-0004-0004)

All other materials (not included in High Level program files) relating to the Master’s International Program, including correspondence, university publications, university proposals, site visits, conference materials, and Master’s International Students’ Master’s Theses.

**DISPOSITION**: Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cutoff.

**Paul D. Coverdell Fellows Program Files / High Level** (Disposition Authority: DAA-0490-2014-0004-0001)

High-level files pertaining to the creation and operation of the Paul D. Coverdell Fellows Program. Records include documents concerning the development of the program and policy decisions, program policies, annual reports, grant reports, strategic plans, Memorandums of Agreement, program guides, and notifications of individual university program terminations.

**DISPOSITION**: Permanent. Cut off at the end of calendar year. Transfer electronic records to the National Archives as a pre-accession 5 years after cutoff in 5 year blocks when the latest record in block is 5 years old (For example, beginning in 2015, transfer records dated prior to 2010; in 2020 transfer records dated 2011-2015, etc.) in a medium and format acceptable to the National Archives in accordance with National Archives regulations and guidance in effect at the time of transfer. Transfer paper records to the
National Archives in 5 year blocks 15 years after cutoff. Transfer legal custody of paper and electronic records to the National Archives 15 years after cutoff.

**Paul D. Coverdell Fellows Program Files / Routine** (Disposition Authority: DAA-0490-2014-0004-0002)

All other materials (not included in the High Level program files), relating to the operation of the Paul D. Coverdell Fellows Program, including but not limited to correspondence, proposals, Fellows convocation, site visits and conference materials.

**DISPOSITION:** Temporary. Cut off at the end of the fiscal year. Destroy 7 years after cutoff.

**Recruitment Records** (Disposition Authority: DAA-0490-2016-0004-0002)

Records relating to Peace Corps’ Volunteer recruitment efforts. Records include headquarters’ and regional recruiting offices’ promotional materials, campaign guidance, planning, and event files, as well as college and university partnerships files.

**DISPOSITION:** Temporary. Cut off at the end of the fiscal year. Destroy 6 years after cutoff.

**Volunteer Recruitment and Selection Records / Administrative** (Disposition Authority: DAA-0490-2017-0009-0002)

Records relating to the Volunteer Recruitment and Selection administrative and program support activities. May include routine correspondence, guidance documents, administrative reports, marketing plans, and monthly updates.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 6 years after cutoff.
Common Office Records

Administrative Records - Miscellaneous (Disposition Authority: DAA-GRS-2016-0016-0001) [GRS 5.1, item 010]

Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

• staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
• office-level administrative policies and procedures and files related to their development (see Note 1)
• informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
• internal office activity and workload reports
• studies and analyses of office administrative functions and activities
• non-mission related management reviews and surveys
• minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

DISPOSITION: Temporary. Destroy when business use ceases.

Budget Administration Records held in any office (not responsible for preparing agency’s budget proposal to the White House) (Disposition Authority: DAA-GRS-2015-0006-0007) [GRS 1.3, item 050]

Records documenting administration of budget office responsibilities. Includes:

• correspondence relating to routine administration, internal procedures, and other day-to-day matters
• records monitoring expenditures under approved budget allocations
• records of financial controls maintenance
• spreadsheets and databases tracking income, expenditures, and trends
• work planning documentation
• cost structure and accounting code lists
• feeder and statistical reports
• related correspondence

DISPOSITION: Temporary. Destroy when 3 years old.
**Budget Preparation Background Records held in any office (not responsible for preparing agency’s budget proposal to the White House)** (Disposition Authority: DAA-GRS-2015-0006-0006) [GRS 1.3, item 041]

Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in preparing annual, agency-wide budget requests.

**DISPOSITION:** Temporary. Destroy when 2 years old.

**Delegation of Authority (Financial Transaction Records...)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Chronological series includes materials pertaining to the issuance of delegation of authority to key Peace Corps officials and line of succession to principal positions within the agency. Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity.

**DISPOSITION:** Temporary. Cut off when delegation is canceled or superseded; same for lines of succession. Destroy 6 years after cutoff.

**Financial Management and Reporting Administrative Records** (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

Records related to managing financial activities and reporting. Records include:
- correspondence
- subject files
- feeder reports
- workload management and assignment records

**DISPOSITION:** Temporary. Destroy when 3 years old.

**Financial Transaction Records**

Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting.

Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.

Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.
Procuring goods and services is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government. Paying bills means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:

- contracts
- requisitions
- purchase orders
- interagency agreements
- printing requisitions to the Government Printing Office
- memoranda of agreement specifying a financial obligation
- solicitations/requests for bids, quotations or proposals for contracts and competitive grants
- proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants
- contingent fee justifications
- legal and financial instruments such as bond and surety records
- data submitted to the Federal Procurement Data System (FPDS)
- FAIR Act (A-76) records linked directly to specific procurement actions
- credit card/purchase card/charge card statements and supporting documentation
- vendor tax exemption records
- invoices
- leases
- recurring financial transactions such as utility and communications invoices
- documentation of contractual administrative requirements submitted by contractors such as status reports
- correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list
- records of financing employee relocations

Collecting debts includes the collection of income from all sources (excluding taxation). Collections records document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as:

- records documenting administration, receipt, and deposit of user fees for entry into and/or use of public facilities; for recovering costs of providing government services; and receipt of donations, bequests, and other collections from the public, including:
  - cash register transaction records
  - credit card and charge cards receipts
  - records documenting deposits
  - records documenting allocation of fees to funds/accounts
  - deposit lists and logs
  - customer orders
  - revolving fund records
fee and fine collection records
- garnishments
- Sale of excess and surplus personal property
- fee or rate schedules and supporting documentation
- out-leases of Federal property
- debt collection files and cash receipts
- writeoffs
- copies of checks
- payment billing coupons
- letters from lenders
- payment records
- money orders
- journal vouchers
- collection schedules

**Accounting** is the recording, classifying and summarizing of financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate management information to assist in establishing an agency’s resource allocation priorities.

Accounting records include those such as:

- accountable officers’ records concerned with the accounting for, availability, and status of public funds and maintained for Government Accountability Office (GAO) or other authority site audit, but excluding payroll records, and accounts pertaining to American Indians. Includes:
  - statements of transactions
  - statements of accountability
  - collection schedules and vouchers
  - disbursement schedules and vouchers
- vouchers
- certificates of closed accounts
- certificates of periodic settlements
- general funds files
- general accounting ledgers
- appropriation, apportionment, and allotment files
- posting and control files
- bills of lading
- transportation and travel requests, authorizations, and vouchers
- commercial freight vouchers
- unused ticket redemption forms

**Note 1:** Procurement and other financial files that stand out because of high dollar value, media attention, historical value, research value, or other extenuating circumstances may have permanent value. Agencies that believe they hold such files should submit a records schedule to the National Archives.
Note 2: The Comptroller General has the right to require an agency to retain any portion of these records for a period of up to 10 years.

1. Official record held in the office of record (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

DISPOSITION: Temporary. Destroy 6 years after final payment or cancellation.

General Information Request Files (Disposition Authority: DAA-GRS-2013-0007-0001) [GRS 4.2, item 010]

Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.

DISPOSITION: Temporary. Destroy when 90 days old.

Input / Source Records (See: Working Files)

Intermediary Records (See: Working Files)

Interview Records (Disposition Authority: DAA-GRS-2014-0002-0008) [GRS 2.1, item 090]

Case files related to filling job vacancies, held by hiring official and interview panel members. Includes:
- copies of records in the job vacancy case file (item 050 and 051)
- notes of interviews with selected and non-selected candidates
- reference check documentation

Contact OCIO to restrict this folder to only those staff that are authorized and have a need-to-know to access these records. These records contain sensitive or PII information.

DISPOSITION: Temporary. Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a nonselection, or final settlement of any associated litigation.

IPBS (Integrated Planning and Budgeting System) (See: Budget Preparation Background Records held in any office (not responsible for preparing agency’s budget proposal to the White House))

NEW ITEM – Meeting Minutes (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

Notes of office meetings documenting past, current, and future activities and issues.
DISPOSITION: Temporary. Destroy when 3 years old.

**Non-Mission Employee Training Program Records** (Disposition Authority: DAA-GRS-2016-0014-0001) [GRS 2.6, item 010]

Records about planning, assessing, managing, and evaluating an agency’s training program:
- plans, reports and program evaluations
- organizational and occupational needs assessments
- employee skills assessments
- employee training statistics
- notices about training opportunities, schedules, or courses
- mandatory training tracking and reporting files
- logistics and coordination documents
- Authorization, Agreement and Certification of Training (SF-182) and similar records
- registration forms, employee attendance records
- syllabi, presentations, instructor guides, handbooks, and lesson plans
- reference and working files on course content
- other course materials, such as presentations and videos
- student, class, or instructor evaluations

DISPOSITION: Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate.

**Non-Recordkeeping Copies of Electronic Records** (Disposition Authority: DAA-GRS-2016-0016-0002) [GRS 5.1, item 020]

Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. *(Basically, any copy other than the final version once that final version is approved and saved in the appropriate folder.)* This includes:
- documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent
- senders’ and recipients’ versions of electronic mail messages that meet the definition of Federal records, and any related attachments
- electronic spreadsheets
- digital still pictures or posters
- digital video or audio files
- digital maps or architectural drawings
- copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves
Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-records if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.

Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

Note 3: Identify recordkeeping copy and save to an approved recordkeeping system before destroying.

DISPOSITION: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving.

Records of Non-Mission Related Internal Agency Committees (Disposition Authority: DAA-GRS-2016-0016-0003) [GRS 5.1, item 030]

Records created and maintained by committees established by an agency for facilitative or operational purposes unrelated to the agency’s mission, such as organizing events, selecting interior furnishings, overseeing Volunteer activities, or employee recreational activities. Records include:
- meeting minutes, summaries, agendas, and transcripts
- reports and studies
- membership records
- correspondence, mailing, and distribution records

Exclusion: These items do not cover records of Federal Advisory Committee Act or interagency committees. GRS 6.2 covers Federal Advisory Committee Act committee records.

Note: Records of mission-related committees are potentially permanent and agencies must schedule them by an agency-specific records schedule.

DISPOSITION: Temporary. Destroy when business use ceases.

Social Media Records (Unscheduled)

DISPOSITION: DO NOT DESTROY
**Supervisors' Personnel Files** (Disposition Authority: DAA-GRS-2017-0007-0012) [GRS 2.2, item 080]

Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors’ working files, unofficial personnel files (UPFs), and employee work folders or “drop” files.

**Contact OCIO to restrict this folder to only those staff that are authorized and have a need-to-know to access these records. These records contain sensitive or PII information.**

**Exclusion 1**: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

**Exclusion 2**: Employee medical documents, unless part of employee’s initial request for reasonable accommodation. Following approval, the agency’s reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

**DISPOSITION**: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.

**Transitory Records** (Disposition Authority: DAA-GRS-2017-0003-0001) [GRS 5.2, item 010]

Records required only for a short time (generally less than 180 days) and that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include, but are not limited to:

- messages coordinating schedules, appointments, and events
- transmittal documents such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of approval, concurrence, or decision-making, or include substantive comments
- received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees
- messages received from agency distribution lists or listservs
- “to-do” or task lists and assignments

**DISPOSITION**: Temporary. Destroy when no longer needed for business use, or according to agency predetermined time period or business rule.
Validation Records for Digitized Temporary Records (Disposition Authority: DAA-GRS-2019-0003-0001) [GRS 4.1, item 050]

Records used to document (validate) that the digitized versions of temporary records are of suitable quality to replace original source records. Includes, but is not limited to:

- standards and procedures records used to document that the agency has met validation process requirements, such as:
  - quality management plans describing quality assurance objectives
  - quality control (QC) protocols
  - format-specific instructions
- records documenting validation actions, such as:
  - equipment calibration and test reports
  - image quality testing results
  - QC plans, procedures, and reports

Store (save as a PDF) with scanned records stating details about scanning process such as: when records scanned (date) and any important information about scanning (DPI, Quality Control on finished documents, etc.)

Exclusion 1: Validation records for digitized permanent records.

Exclusion 2: Original source records the agency has digitized and validated; GRS 5.2, Transitory and Intermediary Records, Item 020, or a current, approved agency-specific records schedule that covers the records once digitized covers these.

Exclusion 3: Digital surrogates (the newly digitized records); the appropriate current, approved agency specific records schedule or applicable GRS item covers these.

Legal citation: 36 CFR Part 1236.34

DISPOSITION: Temporary. Destroy the validation documentation associated with each record that has been digitized when the records digitized using that validation process are destroyed.

Websites (External and Internal) (Unscheduled)

INSTRUCTIONS: DO NOT DESTROY

Working Files / Input Source / Intermediary Files (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record. To qualify as an intermediary record, the record must also not be required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include:

- non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting
significant policy development, action, or decision making. These working papers
do not result directly in a final product or an approved finished report. Included are
such materials as rough notes and calculations and preliminary drafts produced
solely for proof reading or internal discussion, reference, or consultation, and
associated transmittals, notes, reference, and background materials.
• audio and video recordings of meetings that have been fully transcribed or that were
created explicitly for the purpose of creating detailed meeting minutes (once the
minutes are created)
• dictation recordings
• input or source records, which agencies create in the routine process of creating,
maintaining, updating, or using electronic information systems and which have no
value beyond the input or output transaction:
  o hardcopy input source documents where all information on the document
    is incorporated in an electronic system (See Exclusion 1 and Note 1)
  o electronic input source records such as transaction files or intermediate
    input/output files
• ad hoc reports, including queries on electronic systems, whether used for one-time
reference or to create a subsequent report
• data files output from electronic systems, created for the purpose of information
sharing or reference (see Exclusion 2)

Exclusion 1: This item does not allow destruction of original hardcopy still pictures,
graphic materials or posters, aerial film, maps, plans, charts, sound recordings,
motion picture film, or video recordings once they are digitized. Agencies must
follow agency-specific schedules for these records. If the records are unscheduled, the
agency must submit a schedule for them.

Exclusion 2: This item does not include the following data output files (agencies
must follow agency-specific schedules for these records, except for the final bullet,
which the GRS covers in another schedule):
• files created only for public access purposes
• summarized information from unscheduled electronic records or inaccessible
  permanent records
• data extracts produced by a process that results in the content of the file being
  significantly different from the source records. In other words, the process
effectively creates a new database file significantly different from the original
• data extracts containing Personally Identifiable Information (PII). Such records
  require additional tracking and fall under GRS 4.2, item 130 (DAA-GRS-2013-
  0007-0012)

Note 1: An agency must submit a notification to NARA per 36 CFR 1225.24(a)(1)
prior to destroying hardcopy input records previously scheduled as permanent. An
agency must schedule the electronic version of unscheduled hardcopy input records
prior to destroying the input record.
**DISPOSITION:** Temporary. Destroy upon verification of successful creation of the final document or file.
Frequently Asked Questions (FAQ)

What are the benefits of records management?
What is the definition of a Federal record?
What are non-records?
Which is the recordkeeping copy? Paper or electronic? Are there different dispositions for paper and electronic records?
Are emails, texts, or short message service (SMS) messages records? If so, how do I deal with them?
What emails, texts, or short message service (SMS) messages are not considered records?
How do I save emails, texts, or short message service (SMS) messages into a folder on the shared drive?
What do I do with Peace Corps-related email, texts, or short message service (SMS) messages records created or received on a personal account?
Are Outlook Calendars records? How long do I need to keep them?
What if I am a Capstone Official?
What if I have records from a predecessor or someone whose office or desk I inherit?
Where can I store records?
How and when may I destroy records held by my office?
What if I create or maintain records that do not match the description contained in this Guide to Peace Corps’ Records Schedules?
What if a record I create or maintain is not listed in this Guide to Peace Corps’ Records Schedules?
Who do I contact with questions concerning records?

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 the definition of a Federal record?

- Must be recorded
- May be any media or any format
- Created or received in the course of agency business
- Preserved or appropriate to be preserved
• Shows activity of government
• Has informational value

What are non-records?

• Extra copies of records
• Materials used for reference purposes only
• Information from the internet
• Stocks of publications
• Library and museum materials
• Personal papers
• Other materials that do not meet the definition of a Federal record

Which is the recordkeeping copy? Paper or electronic?

Only one copy of a record is the “recordkeeping copy.” Unless the record is created only with pen/pencil and paper, all records today are created electronically and must be managed electronically. If created in paper, scan and saved electronically, whenever possible. Store recordkeeping copy in appropriate shared drive folder.

Are emails, texts, or short message service (SMS) messages records? If so, how do I deal with them?

Yes, emails, texts, or short message service (SMS) messages can be records if they meet the definition of a Federal record. A complete copy of these records must be forwarded to an official electronic messaging account of the official or staff member no later than 20 days after the original creation or transmission of the record. The OCIO at Headquarters is responsible for managing all email and calendar records for Posts and Headquarters.

What emails, texts, or short message service (SMS) messages are not considered records?

Emails, texts, or short message service (SMS) messages that do not contain substantial information or show the activity of the government are not records. There are many types of messages that are non-records, such as personal messages, HQ-All, PC-Global, and meeting invitations. These types of messages should be deleted as soon as they are no longer needed.

How do I save emails, texts, or short message service (SMS) messages into a folder on the shared drive?

To save emails, texts, or short message service (SMS) messages that you have sent or received, do the following:

1. Create a folder on the shared drive, and give it a name that describes the folder contents.
2. Highlight the email, text, or short message service (SMS) message, right click the mouse, click COPY.
3. Go to the shared drive folder which you previously created, right click the mouse, click PASTE.
What do I do with Peace Corps-related email, texts, or short message service (SMS) messages records created or received on a personal account?

Emails, texts, or short message service (SMS) messages from or to personal or non-official accounts in which official agency business is conducted are government records. A complete copy of these records must be forwarded to an official electronic messaging account of the official or staff member no later than 20 days after the original creation or transmission of the record.

Are Outlook Calendars records? How long do I need to keep them?

Yes, Outlook calendars are records. Outlook calendars are currently unscheduled and they are considered permanent until they are scheduled.

What if I have records from a predecessor or someone whose office or desk I inherit?

Although these records were not created by you, you have the responsibility to properly maintain them or send paper records to off-site storage if they have not met their legally-approved retention period. If they have met their approved retention period, it is your responsibility to work with the Records Management Office to accession the records to the National Archives for PERMANENT records or destroy them if they are temporary records.

Where can I store paper records?

If paper records have not yet reached their disposition date, but are not needed in the office for business reasons, they can be stored at an approved off-site storage facility. Records can stored off-site until they are eligible for destruction or permanently accessioned into the holdings of the National Archives. For more information, please contact the Records Management Office at Records@peacecorps.gov. Electronic records must be stored in an agency-approved manner, such as on agency server space (the shared drive).

When and how may I destroy temporary records held by my office?

You may destroy temporary records only if they have met their records schedule disposition requirements. If you are unsure of this check with your office Records Point of Contact. If the records belong to a Privacy Act System of Records, they must be shredded, burned, or otherwise mutilated to protect individual privacy. Other records may be recycled, although shredding is preferred. Permanent records may not be destroyed. Contact the Records Management Office for help transferring Permanent records to the National Archives.

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

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. These records may be unscheduled. Unscheduled
records must be kept until they are covered by a records schedule approved by the National Archives and have met their disposition requirements. Contact the Records Management Office at (Records@peacecorps.gov).

**Who do I contact with questions concerning records?**

Your office or unit Records Point of Contact or the Peace Corps Records Management Office at (Records@peacecorps.gov). You may also wish to view information which the National Archives and Records Administration maintains on its website: www.archives.gov
### Index

<p>| Access and Disclosure Request Files (FOIA Appeals Files), 123 |
| Access and Disclosure Request Files (FOIA/PA – Granted, Denied, Appealed, Final), 136 |
| Accident and Incident Records, 180 |
| Administrative and Operational Records (Facility, Space, Vehicle, Equipment, Stock, and Supply), 154 |
| Administrative Claims by or Against the United States, 13 |
| Administrative Directives and Notices, 12 |
| Administrative Grievance, Disciplinary, Performance-based, and Adverse Action Case Files, 102 |
| Administrative Records - Miscellaneous, 210 |
| Administrative Separation or &quot;Resignation in Lieu of&quot; Records (DOVE), 171, 175, 198 |
| Agency Input into the Unified Agenda, 82 |
| Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs (FOIA Reports Files), 124 |
| Allegations and Claims Records that fall under U.S. Office of Special Counsel Jurisdiction, 124 |
| Alternative Dispute Resolution (ADR) Records, 48 |
| Anniversary Celebration Records, 55 |
| Applicant Medical Case Files, 97 |
| Associate Director / Deputy Director (or Equivalent) Program Records - Administrative, 8, 12, 27, 48, 60, 62, 63, 64, 65, 72, 82, 90, 94, 97, 102, 123, 128, 159, 169, 175, 180, 192, 194, 196 |
| Associate Director / Deputy Director (or Equivalent) Program Records - Substantial, 8, 12, 27, 48, 60, 62, 63, 64, 65, 72, 82, 90, 94, 97, 102, 123, 128, 159, 169, 175, 180, 192, 194, 196 |
| Audiovisual Records (Routine), 65 |
| Audit / Evaluation / Review Working Files, 125 |
| Authorization to Use Personal Material / Release Forms, 8, 66, 79 |
| Back up of Files, 27 |
| Background Investigations, 202 |
| Bids and Proposals, 13 |
| Bids and Proposals Neither Solicited Nor Accepted, 13 |
| Budget Administration Records, 13 |
| Budget Administration Records held in any office (not responsible for preparing agency’s budget proposal to the White House), 210 |
| Budget Execution Records, 14 |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Formulation, Estimates, Justification, and Submission Records, Fiscal Year 2017 and Forward</td>
<td>14</td>
</tr>
<tr>
<td>Budget Preparation Background Records held in any office (not responsible for preparing agency’s budget proposal to the White House)</td>
<td></td>
</tr>
<tr>
<td>Budget Reports</td>
<td>15</td>
</tr>
<tr>
<td>Cashier Designation Form</td>
<td>15</td>
</tr>
<tr>
<td>Certificates of Classification</td>
<td>103</td>
</tr>
<tr>
<td>Chief of Staff Records</td>
<td>55</td>
</tr>
<tr>
<td>Chief Of Staff Records</td>
<td>55</td>
</tr>
<tr>
<td>Claims and Disputes Records</td>
<td>83</td>
</tr>
<tr>
<td>Classification Standards</td>
<td>103</td>
</tr>
<tr>
<td>Classified Document Container Security Files</td>
<td>181</td>
</tr>
<tr>
<td>Classified Information Non-Disclosure Agreement Form (SF 312)</td>
<td>181</td>
</tr>
<tr>
<td>Clinic Scheduling Records</td>
<td>141</td>
</tr>
<tr>
<td>Collaboration Systems (Guru)</td>
<td>28</td>
</tr>
<tr>
<td>Colocation Waiver</td>
<td>181</td>
</tr>
<tr>
<td>Communication Security Custodian</td>
<td></td>
</tr>
<tr>
<td>Acknowledgment of Responsibility / Agreement</td>
<td>182</td>
</tr>
<tr>
<td>Complaints (IG)</td>
<td>125</td>
</tr>
<tr>
<td>Compliance Analysis Master Spreadsheet</td>
<td>55</td>
</tr>
<tr>
<td>Compliance Analysis Trends</td>
<td>56</td>
</tr>
<tr>
<td>Compliance Working Files</td>
<td>56</td>
</tr>
<tr>
<td>Computer Matching Program Notices and Agreements</td>
<td>129</td>
</tr>
<tr>
<td>Computer Security Incident Handling, Reporting, and Follow-up Records</td>
<td>28</td>
</tr>
<tr>
<td>Configuration and Change Management Records</td>
<td>16, 28</td>
</tr>
<tr>
<td>Congressional Correspondence / General</td>
<td></td>
</tr>
<tr>
<td>Congressional Hearings File</td>
<td>70</td>
</tr>
<tr>
<td>Consolidated Incident Reporting System (CIRS)</td>
<td>182</td>
</tr>
<tr>
<td>Constituent Correspondence</td>
<td>70</td>
</tr>
<tr>
<td>Continuity Planning and Related Emergency Planning Files</td>
<td>182</td>
</tr>
<tr>
<td>Contract Appeals Case Files</td>
<td>16</td>
</tr>
<tr>
<td>Contracts</td>
<td>16</td>
</tr>
<tr>
<td>Controlled Substance Orders (DEA 222)</td>
<td>147</td>
</tr>
<tr>
<td>Controlled Substance Purchase Order Files</td>
<td>147</td>
</tr>
<tr>
<td>Controlled Substance Transaction Files</td>
<td>147</td>
</tr>
<tr>
<td>Coordinated Agency Response System Case Management System (CARS CMS) / Security Incident Management System (SIMS)</td>
<td>182</td>
</tr>
<tr>
<td>Copies of Records Removal / Non-Removal Certification and Inventories</td>
<td>150</td>
</tr>
<tr>
<td>Copyright Release Agreements</td>
<td>161</td>
</tr>
<tr>
<td>Correspondence Chron Files</td>
<td>125</td>
</tr>
<tr>
<td>Country History Records</td>
<td>56</td>
</tr>
<tr>
<td>Customer / Client Records, 29</td>
<td>EEO Reports and Employment Statistics Files, 51</td>
</tr>
<tr>
<td>Data Administration Records, 17, 29</td>
<td>Email and Associated Calendars - Permanent, 31</td>
</tr>
<tr>
<td>Decision Memos (Director's Office), 56</td>
<td>Email and Associated Calendars - Temporary, 31</td>
</tr>
<tr>
<td>Delegated Authority Audits, 104</td>
<td>Employee Assistance Program (EAP) Counseling Records, 104</td>
</tr>
<tr>
<td>Delegation of Authority, 18, 211</td>
<td>Employee Drug Test Acknowledgment of Notice Forms, 106</td>
</tr>
<tr>
<td>Delegation of Authority (Financial Transaction Records), 18</td>
<td>Employee Drug Test Plans, Procedures, and Scheduling Records, 106</td>
</tr>
<tr>
<td>Delegation of Authority for Examination and Certification (Records), 104</td>
<td>Employee Drug Test Results, 106</td>
</tr>
<tr>
<td>Deputy Directors’ Records, 57</td>
<td>Employee Emergency Contact Information, 183</td>
</tr>
<tr>
<td>Directors’ Records, 55</td>
<td>Employee Incentive Award Records, 107</td>
</tr>
<tr>
<td>Donated Leave, 104</td>
<td>Employee Management Administrative Records, 107</td>
</tr>
<tr>
<td>Donated Leave Program Administrative Records, 104</td>
<td>Employee Performance File System Records, 108</td>
</tr>
<tr>
<td>Donor Files, 72</td>
<td>Employees Hired Under Special Temporary Authority (Records Related to Individual Employees), 109</td>
</tr>
<tr>
<td>DOVE (Database of Volunteer Experience), 169, 196</td>
<td>Employment Eligibility Verification Records, 109</td>
</tr>
<tr>
<td>DOVE Administrative Separation Records, 172, 199</td>
<td>Enterprise Architecture Records, 32</td>
</tr>
<tr>
<td>DOVE Post Administrative Separation Records, 171, 198</td>
<td>Essential or Vital Records Program Records, 150</td>
</tr>
<tr>
<td>DOVE Volunteer Recruitment and Applicant Records, 171, 198</td>
<td>Ethics Agreements Records, 83</td>
</tr>
<tr>
<td>Drug Enforcement Agency (DEA) Registration Renewal, 147</td>
<td>Ethics Office of Government Ethics Program Questionnaire Records, 84</td>
</tr>
<tr>
<td>EEO Compliance Review Files, 50</td>
<td>Ethics Program Records, 84</td>
</tr>
<tr>
<td>EEO Equal Employment Opportunity Records, 50</td>
<td>Ethics Program Review Records, 84</td>
</tr>
</tbody>
</table>
Ethics Reports of Payments Accepted from Non-Federal Sources, 85
Ethics Training Records, 85
Event Announcements, 52
Evidence Log, 125
Excepted Service Appointment Records, 109
Excess Personal Property, Equipment, and Vehicle Records, 131, 154
Executive Correspondence, 57
Executive Correspondence Log, 58
Facility Design, Engineering, and Construction Records, 131
Facility Security Assessment Records, 184
Facility, Space, and Equipment Inspection, Maintenance, and Service Records, 132
Facility, Space, Vehicle, Equipment, Stock, and Supply Administrative and Operational Records, 133, 204
Family Medical Leave Act Program Administrative Records, 110
Family Medical Leave Act Program Individual Case Files, 110
FBCA CAs, 43
FBCA et. al.) CAs, 43

Federal Register Notices other than Proposed and Final Rules, 136
Final Audit / Evaluation / Review Reports, 125
Financial Disclosure Reports (Confidential), 86
Financial Disclosure Reports (Public), 86
Financial Disclosure Reports and Related Records (Alternative or Additional), 85
Financial Disclosure Supporting Documentation, 87
Financial Management and Reporting Administrative Records, 18, 211
Financial Transaction Records, 18, 211
Fingerprint Cards, 172, 202
FOIA Control Files, 126
FOIA Control Files (Records of accounting for and controlling access to records requested under FOIA, PA, and MDR), 137
FOIA Reports Files, 137
FOIA, Privacy Act, and Classified Documents Administrative Records, 137
Forms Management Records, 138
General Information Request Files, 9, 66, 79, 214
Global Health Services Partnership Records / Routine, 90
Grant and Cooperative Agreement Case Files, 21, 73, 91
Harassment Complaint Case Files, 111
<table>
<thead>
<tr>
<th>Category</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarter's Lease</td>
<td>133</td>
</tr>
<tr>
<td>Health Benefits Requests Under Spouse Equity</td>
<td>111</td>
</tr>
<tr>
<td>Health Records / Medical Records</td>
<td>98</td>
</tr>
<tr>
<td>Health Surveillance Records</td>
<td>98</td>
</tr>
<tr>
<td>Help Desk Operational Records (Technical and Administrative)</td>
<td>32, 133</td>
</tr>
<tr>
<td>Index to the Personnel Security Case Files</td>
<td>184</td>
</tr>
<tr>
<td>Information Access and Protection Operational Records</td>
<td>32, 184</td>
</tr>
<tr>
<td>Information Security Violations Records</td>
<td>185</td>
</tr>
<tr>
<td>Information Technology Development Project Records</td>
<td>33</td>
</tr>
<tr>
<td>Information Technology Operations and Maintenance Records</td>
<td>35</td>
</tr>
<tr>
<td>Information Technology Oversight and Compliance Records</td>
<td>37, 38</td>
</tr>
<tr>
<td>Infrastructure Project Records</td>
<td>33</td>
</tr>
<tr>
<td>Innovation Records</td>
<td>122</td>
</tr>
<tr>
<td>Input / Source Records (Non-CIO), See Working Files in Common Office Records</td>
<td></td>
</tr>
<tr>
<td>Insider Threat Administrative and Operations Records</td>
<td>185</td>
</tr>
<tr>
<td>Instructional Systems Design Records</td>
<td>168</td>
</tr>
<tr>
<td>Intelligence Determinations</td>
<td>88</td>
</tr>
<tr>
<td>Interagency Security Committee Member Records</td>
<td>185</td>
</tr>
<tr>
<td>Intermediary Records (CIO)</td>
<td>39</td>
</tr>
<tr>
<td>Intermediary Records (Non-CIO), See Working Files in Common Office Records</td>
<td></td>
</tr>
<tr>
<td>Internal Administrative Accountability and Operational Management Control Records</td>
<td>22</td>
</tr>
<tr>
<td>Internal Control Review, Response, and Mitigation Management Records</td>
<td>22</td>
</tr>
<tr>
<td>International Cooperative Administrative Support Service (ICASS) Files</td>
<td>21</td>
</tr>
<tr>
<td>Interview Records</td>
<td>111, 214</td>
</tr>
<tr>
<td>Inventory of Specially Designated and Controlled Substance Medical Supplies</td>
<td>98</td>
</tr>
<tr>
<td>Inventory Records (Property, plant and equipment (PP&amp;E) and other asset accounting)</td>
<td>134</td>
</tr>
<tr>
<td>Inventory, stores, and materials cost accounting records</td>
<td></td>
</tr>
<tr>
<td>Investigations Follow-up Log</td>
<td>125</td>
</tr>
<tr>
<td>Investigative Case Files</td>
<td>125</td>
</tr>
<tr>
<td>Investigative Case Management System</td>
<td>126</td>
</tr>
<tr>
<td>IPBS (Integrated Planning and Budget System) / Post Operating Plan</td>
<td>176</td>
</tr>
<tr>
<td>IPBS (Integrated Planning and Budget System) / Post Strategic Plan</td>
<td>176</td>
</tr>
<tr>
<td>IPBS (Integrated Planning and Budgeting System)</td>
<td>214</td>
</tr>
<tr>
<td>Job Application Packages</td>
<td>111</td>
</tr>
</tbody>
</table>
Job Vacancy Case Files, 112

Key and Card Access Accountability Records, 186

Labor Management Relations Agreement Negotiation Records, 113

LearningSpace Administrative Files, 152

Legal Advice and Guidance Records, 88

Legal and Regulatory Compliance Reporting Records, 40

Legal Environmental Survey, 186

Legal Opinions, 88

Legislation Files, 70, 88

Let Girls Learn Records / Routine, 61

Library Records, 161

Litigation and Adversarial Records, 88

Local Facility Identification and Card Access Records, 186

Mail, Printing, and Telecommunication Services Administrative and Operational Records, 147

Mail, Printing, and Telecommunication Services Control Records, 148

Management Evaluations, 99

Mandatory Reports to External Federal Entities Regarding Administrative Matters, 23

Marketing Files, 73

Marketing Working Files, 73

Master's International and Fellows Newsletter, 207

Master's International and Fellows Photographs and Authorizations, 207

Master's International Program Files / High Level, 208

Master's International program Files / Routine, 208

Medevac Ad Hoc Reports, 99

Medevac Related Documentation, 99

Medevac System, 99

Media Relations Records (Routine), 79

Medical Screening Guidelines, 100

Medical Technical Guidelines, 100

Meeting Minutes, 214

Memoranda of Understanding (MOUs), 176

Metered Mail Records, 149

Monitoring and Evaluation Records, 91, 177

Monitoring Reporting and Evaluation Records (OPATS), 160

Monthly Summary Report about Website, 69

Motion Picture Film, 66


Non-occupational Health and Wellness Program Records, 145

Non-occupational Individual Medical Case Files, 145
| Non-Recordkeeping Copies of Electronic Records, 40, 215 |
| Notifications of Personnel Actions, 113 |
| Occupational Health and Safety Training Records, 141 |
| Occupational Individual Medical Case Files, 144 |
| Occupational Injury and Illness Program Records, 129, 141 |
| ODYSSEY (aka The Financial Management System), 24 |
| Office of Strategic Information, Research, and Planning (OSIRP) Records / Raw Data Files, 193 |
| Official Passports Records, 155 |
| Official Personnel Folder (OPF) / electronic OPF (eOPF), 113 |
| Organizational Charts, 58 |
| Overseas Criminal Investigative Case Files, 126 |
| Paul D. Coverdell Fellows Program Files / High Level, 208 |
| Paul D. Coverdell Fellows Program Files / Routine, 209 |
| Payroll Program Administrative Records, 114 |
| Payroll Record for Each Pay Period, 114 |
| Payroll Records - Records Used to Calculate Payroll, Arrange Paycheck Deposit, and Change Previously Issued Paychecks, 115 |
| PCCATS Personnel Security Case Management Database, 187 |
| PCLive, 161 |
| PCPP Project Files. See Project Files (PCPP), 141 |
| PCrm, 173 |
| Peace Corps Grants Online (PCGO), 74 |
| Peace Corps Manual, 89 |
| Peace Corps Response Volunteer Files, 173 |
| Peace Corps Safety and Security Officer (PCSSO) Report Files, 187 |
| Peace Corps Volunteer Database Management System (PCVDBMS), 41 |
| PEPFAR Interagency Agreement Records, 92 |
| Personal Identification Credentials and Cards, 187 |
| Personal Locator Beacons (PLBs) Records, 177 |
| Personal Services Contract (PSC) Files, 24 |
| Personnel Security and Access Clearance Records, 188 |
| Personnel Security Investigative Reports, 188 |
| PKI Administrative Records, 42 |
| PKI Transaction-Specific Records, 43 |
| Planning and Analysis Records (Director's Office), 58 |
| Policies and Procedures (CFO), 24 |
| Policy and Procedure Manual Section Records, 89 |
Policy and Procedure Manual Section Working Papers, 89

Political Appointment (Schedule C) Records, 115

Position Descriptions, 116

Position Reviews and Classification Appeals, 117

Post Administrative Separation Records (DOVE), 171, 198

Posters, 9, 67

Post-Produced Training Materials, 161

Pre-Appointment Files, 117

Preliminary Inquiry Files, 126

Premium Travel Reports (Mandatory reports to External Federal Entities regarding Administrative Matters), 155

Press Releases, 79

Prism Database, 24

Privacy Act Accounting of Disclosure Files, 138

Privacy Act Amendment Request Files, 138

Privacy Act System of Records Notices (SORNs), 139

Privacy Complaint Files, 139

Programming & Training Reports, 163

Programming Training and Evaluation Guidance Publications, 159

Programming Training Records, 92, 160, 173, 177

Project Files (PCPP), 74

Project Plans, 166

Property, plant and equipment (PP&E) and other asset accounting, 24

Public Affairs Product Production Files, 80

Public Affairs-Related Routine Operational Records, 81

Public Comments, 89

Public Correspondence and Communications not Requiring Formal Action, 81

Public Relations Publications, 81

Publication Production Files, 161

Purchase Card and Travel Credit Card Application and Approval Records (Government), 25

Read for Life Administrative Records, 178

Reasonable Accommodation Records, 53

Records Analyzing Personally Identifiable Information (PHI), 139

Records held in office responsible for preparing agency’s budget proposal to the White House, 15

Records Management Program Records, 150

Records Management System (RMS), 46

Records of Accounting for and Controlling Access to Records requested under FOIA, PA, and MDR, 44

Records of Non-Mission Related Internal Agency Committees, 216
| Records supporting compilation of agency financial statements and related audit, and all records of all other reports, 25 |
| Recruitment Materials, 67, 200 |
| Recruitment Records, 9, 204, 209 |
| Reports and Studies of Staff Epidemiologist, 100 |
| Requests for Non-Competitive Personnel Action, 118 |
| Requests for Trainees, 199 |
| Requests for Trainees (DOVE), 172 |
| Returned Peace Corps Volunteer (RPCV) Certification of Service Records, 10 |
| Returned Peace Corps Volunteers (RPCV) Career Link Database Master File, 9 |
| Roster Reports (Microfiche) 1969-1981, 26 |
| Routine Security Operations Records, 189 |
| ROS, DSS, 189 |
| Rule Development (Proposed) Records, 89 |
| Rule Documents (Proposed and Final) published in the Federal Register, 89 |
| Safety Data Sheets (SDS), 143 |
| Security Administrative Records, 190 |
| Security Incident Questionnaire (SIQ) Data Collection System, 190 |
| Security Incident Questionnaire (SIQ) SOPs, Survey, Documentation, Training Data, 190 |
| Semi-Annual Reports to Congress, 126 |
| Senior Staff Meeting Minutes, 58 |
| Separation Program Management Records, 118 |
| SF 52 log (HRM Database), 118 |
| Short Term Assistance Unit (STAU) Database, 26 |
| Significant Reports, 163 |
| Small Grants Program Handbook, 75 |
| Social Media Records, 10, 67, 200, 216 |
| SPA Annual Progress Reports, 76 |
| SPA Annual Progress Reports Working Files, 76 |
| SPA Country Files, 76 |
| SPA Inter-Agency Agreement Files, 76 |
| SPA Project Grant Files, 77 |
| SPA Technical Assistance Files, 77 |
| Special Hiring Authority Program Records, 118 |
| Special Purpose Computer Programs and Applications, 35 |
| Special Purpose Programs and Application, 44 |
| Speeches, 59 |
| Staging Events Administrative Files, 96 |
| Staging Project Files, 96 |
| Staging Sign-in Sheets, 202 |
| Statistical Report of Crimes Against Volunteers, 190 |
| Still Pictures, 67 |
| Supervisors' Personnel Files, 217 |
| System Access Records, 44 |
| System Backups and Tape Library Records, 45 |
System Development Records, 34
Tax and Wage Statements, 26
Tax Withholding and Adjustment Documents, 26, 119
Teaching English as a Foreign Language (TEFL) Certificates, 166
Teammate, 127
Technology Management Administrative Records, 46
Telework / Alternate Worksite Program Case Files, 119
Time and Attendance Records, 119
Tracking and Control Records, 46, 151
Trainee Request Handbook, 202
Training Program Records, 152
Training Publications, 162
Training Records, 54, 100, 152, 160, 173, 178, 190, 200
Transition Briefing Book Records, 59
Transitory Records, 217
Transportation Subsidy Program Administrative Records, 129
Transportation Subsidy Program Individual Case Files, 130
Travel and Transportation Records (Financial Management and Reporting Administrative Records), 156
Travel Authorizations (TA), 156
Travel Credit Card and Purchase Card Application and Approval Records (Government), 156
Trip Briefing Materials, 59
Unclaimed Volunteer Vital Records for Peace Corps Passport Applications, 157
Unemployment Compensation, 119
University Programs (UP) Files - High Level, 207
University Programs (UP) Files – Routine, 207
Validation Records for Digitized Temporary Records, 218
Vehicle Accident and Incident Records, 157, 204
Vehicle and Equipment Ownership Records and Operation Manuals, 157, 205
Vehicle Inspection, Maintenance, and Service Records, 158, 205
Vehicle Operator Records, 158, 205
Vendor and Bidder Information, 26
Victim Advocate Case Files, 194
Video Tapes, 68
Violent Crime Reports, 191
Visitor Processing Records, 191
Volunteer / Trainee Death or Disappearance Case Files, 1962 to present, 100, 178
Volunteer Activity Support and Training (VAST) Grant Case Files, 92
Volunteer Death and Disappearance Records, 191
Volunteer Description of Service (DOS), 10
Volunteer Information Database Application (VIDA) Records, 94
Volunteer Memorial Fund Records, 78
Volunteer Recruitment and Selection Records – Administrative, 206, 209
Volunteer Recruitment and Selection Records / Administrative, 201, 203
Volunteer Reporting Tool System, 164
Volunteer Safety and Overseas Security (SOPs), 191
Volunteer Service Case Files, 120
Volunteer Service Program Administrative Records, 120
Wage and Tax Statements, 119
Websites (External and Internal), 10, 200, 218
White Book – Peace Corps IT Policies, 47
Women in Development (WID) Program Mission and Policy File, 166
Workers Compensation Programs Claims Files, 101
Workers’ Compensation (personnel injury compensation) Records, 120
Workforce and Succession Planning Records, 121
Working Files / Input Source / Intermediary Files, 218
Workplace Environmental Monitoring and Exposure Records, 143
Workplace Environmental Monitoring and Exposure Records / Background Data, 143
Workplace Environmental Monitoring and Exposure Records / Occupational noise monitoring and exposure records, 142
Workplace Environmental Monitoring and Exposure Records / OSHA-regulated Substance Monitoring and Exposure Records, 142
Workshops and Conferences, Regions, 178
World Wise Schools Correspondence Match Database Master File, 10
World Wise Schools Publications, 11
World Wise Schools Speaker Match Database Master File, 11