



**Peace Corps**

# Guide to Peace Corps' Records Schedules (Posts)

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January 2023

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## Annual Requirements

Every year all Posts are required to complete the Annual Post File Plan review and carry out the mandatory disposition instructions shown in the File Plan – delete or destroy records that have met or exceeded their retention as listed in column “D”. The Records Management Office (RMO) sends out a new File Plan, as an Excel spreadsheet, every year 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. Posts are required to review the File Plan and then:

- “Clean up” their paper and electronic records by destroying temporary records that have met/exceeded their retention, destroying duplicate copies of records, and transferring eligible permanent records to the Records Management Office at Peace Corps headquarters;
- 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 Post records that **may not be listed** in the File Plan. The RMO will follow up with you to add or create a disposition authority.
- Ensure that records are properly stored in your Post’s File Structure folders on your Post’s shared drive, or entered into an approved electronic information system (VIDA,

etc.). Paper records must be safely stored in office equipment, such as file cabinets and desk drawers.

- Return the completed File Plan spreadsheet to the RMO by the annual deadline.

The information in this Guide is the same as the in the Post 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 (Posts)* contains legally approved records dispositions. These dispositions are mandatory; Temporary records must be destroyed at the time stated and PERMANENT records must be transferred to the National Archives at the appropriate time. Unscheduled records (records that do not have an approved disposition authority) must be maintained as though they are PERMANENT records. Please refer to the next page for key definitions, including the definition of "cut off" and Temporary, PERMANENT, and unscheduled records.

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 you find errors or omissions in this *Guide*, or have unscheduled records not listed, or have questions, please contact the records officer: [records@peacecorps.gov](mailto:records@peacecorps.gov)

### 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 restricted to only the names of approved staff that should have permission to access that folder. **Once the transfer of records to another office is complete, delete the entire folder from the @Agency\_All drive.**

NOTE: Posts may not have records in every series in this guide.

### **IMPORTANT INFORMATION: Scanning Temporary 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 2023 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](mailto:records@peacecorps.gov) if you have questions.

## Key Definitions

KEY TERM	DEFINITION
Copies / <b>reference copies</b>	Copies are non-records and can be immediately destroyed.
Cut off / Cutoff (also known as File Break)	Breaking or ending files at regular intervals, usually at the close of a fiscal ( <b>10/01 to 9/30</b> ) or calendar year ( <b>01/01 to 12/31</b> ), to permit their disposal or transfer in a complete block and to permit the establishment of new files.
Disposition Authority ( <b>records schedule</b> )	The legal approval empowering an agency to transfer PERMANENT records to the National Archives (NARA) or carry out the disposal of temporary records. <b>Also known as a “schedule”.</b>
Email	OCIO manage <b>all</b> agency email. To save space in your Outlook mailbox, move non-current items to the “Archive.” You can always recall emails from the Archive whenever needed. Create folders to manage email.
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, <b>managed by RMO</b> . Electronic records must be migrated if electronic information system (EIS) changes. Creating office is responsible for all records for full retention until final disposition.
National Archives (NARA)	The National Archives provides the legal authority for the disposition of <b>all agency</b> records. The Peace Corps, like all Federal agencies, is required to obtain permission from the National Archives to dispose of records.
Non-record (NR)	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. Include “NR” in file titles so staff know the item is NOT a federal record.
PERMANENT Record	Record appraised by the National Archives as having sufficient historical or other value to warrant continued preservation by the Federal Government beyond the time it is needed for administrative, legal, or fiscal purposes. <b>Permanent records are never destroyed!</b>
Personally Identifiable Information (PII)	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.
Record	Recorded information created or received while conducting agency business, in any format (paper, electronic, email, SMS text, etc).
Record Series	A group of records arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific type of transaction, exist in the same media format, or have some other type of relationship.
Temporary Record	Record approved by the National Archives for disposal after a specified retention period. <b>Temporary records are destroyed after meeting the required retention.</b>
Unscheduled Record	A record that does not have a legal disposition authority. Unscheduled records must be treated as PERMANENT records until scheduled. Contact RMO to have records scheduled.

## Common Office Records

These items are records that may be found in every office at a Post. **All offices may use any or all of the record items found under this Common Office Records heading.**

**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.

**Correspondence / Communications** (Disposition Authority: N1-490-92-3, item 1b)

Letters, and other written communications not otherwise identified in Post records schedules. Each office (CD, Med, etc.) keeps its own set of correspondence, usually filed alphabetically by subject and kept by calendar year.

**DISPOSITION:** Temporary. Cut off at the close of the calendar year. Destroy 3 years after cutoff.

**Meeting minutes (staff)** (Disposition Authority: DAA-GRS-2016-0016-0001) [GRS 5.1, item 010]

Minutes, agenda, attendance for routine staff meetings

**DISPOSITION:** Temporary. Cutoff at the end of the calendar year. Destroy 3 years after cutoff.

**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-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.

**Training Program Records - Non-Mission for Employees** (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.

**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:
  - o quality management plans describing quality assurance objectives
  - o quality control (QC) protocols
  - o format-specific instructions
- records documenting validation actions, such as:
  - o equipment calibration and test reports
  - o image quality testing results
  - o QC plans, procedures, and reports

**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.

**Working 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:
  - 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 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.

## **NEW Section- Permanent Records**

These records listed below have always been a part of the *Guide* and just being added to this section to highlight that they are 'permanent' and cannot be deleted or destroyed. Extra care must be taken to ensure that these records are saved and maintained for eventual transfer to HQ and then to the National Archives.

1. **Country Closing Files/Post Foundational Documents** (Disposition Authority: N1-490-12-2, item 1)

Records from posts that close or are suspended due to a country's graduation, evacuation, or through a Peace Corps administrative decision. File includes agreements with host country (country agreement) and amendments, materials that document the closing and reasons for closing; signed copies of country agreements and amendments; any other agreements, Memoranda of Understanding (MOUs), or Memoranda of Agreement (MOAs) if signed by the Country Director or a more senior Peace Corps official. May also include legacy reports documenting the activities and accomplishments of an overseas post's mission upon graduation, the last Pre-Service Training (PST) materials, and the last welcome book, materials documenting the post's history, and graduation books, if the closing involves a Country Graduation.

**INSTRUCTIONS FOR POST: PERMANENT.** Retain in-country until Post closes or is suspended. Send to Region at HQ for transfer to the National Archives when Post closes.

2. **Briefing Books / Briefings** (N1-490-02-2, item 1)

Briefing Notes prepared by Headquarters and/or Post for high-level official's visits or meetings.

**INSTRUCTIONS FOR POST: PERMANENT.** Cut off at end of calendar year.

**STORE** in 10-PostHistory in PFS

Contact Records Officer at HQ to arrange periodic transfer.

3. **Post Histories** (Disposition Authority: N1-490-12-2, item 3)

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

**INSTRUCTIONS FOR POST:** Transfer all records dated 1961-1999 to the Regions at HQ immediately. Beginning with records dated 2000, transfer a copy of all records to the Regions at HQ records every five years. Maintain originals at Post until Post is closed or suspended.

4. **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 FOR POST:** Cutoff at the end of the fiscal year in which Plan is approved and send to Regions at HQ.

5. **Volunteer / Trainee Death 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 of Volunteers and Trainees.

**INSTRUCTIONS FOR POST:** Send to Office of Health Services (OHS) after completion of investigation.

6. **Programming and Training Reports** (OPATS via Volunteer Reporting Tool (VRT)) (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).

**INSTRUCTIONS FOR POST:** Cutoff when final report is published. If full report is not in electronic format, send hard copy reports to OPATS at end of each calendar year. If electronic, enter into to OPATS via the Volunteer Reporting Tool (VRT).

## Administrative

### **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.

### **Banking Memorandum of Understanding (MOU)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - **see Financial Transactions**

### **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.

**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.

**Cashier Reimbursement Voucher and Accountability Report** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

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

**NOTE:** Send copies to Chief Financial Officer (CFO) as directed by CFO staff.

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

**Cashier's Files / Imprest Reconciliations** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

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

**NOTE:** For Bills of Collection Logs and supporting documentation for telephone or other expenses charged to staff see "Financial Transactions".

**NOTE:** Send copies to Chief Financial Officer (CFO) as directed by CFO staff.

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

**Check Stubs/Check Logs** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - **see Financial Transactions**

**Collections Logs and Supporting Documentation** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - **see Financial Transactions**

**Contracts (Procurement Files)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - **see Financial Transactions (Except PSC Contracts)**

**Delegations of Authority** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Delegations of authority to United States Direct Hire (USDH) staff.

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

**Excess Property / Surplus Property Files** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - **see Financial Transactions**

**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** (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.

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 / purchase card files
- interagency agreements (IAAs)
- printing requisitions to the Government Printing Office
- memoranda of agreement (MOUs/MOAs/MOCs) 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
- travel cards / travel authorizations

**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
- cashier files / imprest reconciliations
- 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
- check stubs / check logs
- collection logs / bills of collection logs
- lost check files

**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.

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

**ICASS Council Meetings** (Disposition Authority: N1-490-12-3, item 7)

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

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

**ICASS Financial Files** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

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

**DISPOSITION:** Temporary. Cut off at expiration. Destroy 6 years after cutoff.

**ICASS Memoranda of Understanding (MOU)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

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

**DISPOSITION:** Temporary. Cut off at expiration. Destroy 6 years after cutoff.

**Invoice Log** (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

Invoice log. Records related to managing financial activities and reporting.

- workload management and assignment records

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

**Job Vacancy Case Files (formerly: Applications, Resumes, and Interview Materials for Positions)** Disposition Authority: DAA-GRS-2017-0011-0002) [GRS 2.1, item 051]

Applications and resumes from hired host country nationals (not U.S. direct hires), State Department vacancy Posting, copy of advertisement, and interview notes by selection committee. 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
- job offers
- records of job offer being accepted or declined
- correspondence/documentation of announcement or recruiting operation

**DISPOSITION:** Temporary. Destroy 2 years after selection certificate or case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later.

**Leave Application Files (see - Time and Attendance Records)**

**Obligation Document** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - see **Financial Transactions**

**Payment Voucher and Receiving Document (PC 2059)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Requests for EFTs (Electronic Fund Transfers) and check payments to vendors, staff, or Volunteers. **NOTE:** Keep check stubs (or logs) in separate files.

**NOTE:** Send copies to Chief Financial Officer (CFO) as directed by CFO staff.

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

**Payroll Files** (Disposition Authority: DAA-GRS-2019-0004-0001) [GRS 2.4, item 010]

Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks.

Includes:

- additions to paychecks
  - child care subsidies
  - Internal Revenue Service form W-9 (Request for Taxpayer Identification Number)
  - other additions
- deductions from paychecks
  - insurance
  - retirement accounts (e.g. Thrift Savings Plan, *my* Retirement Account, etc.)
  - flexible spending accounts, such as medical savings and dependent care assistance
  - union dues
  - Combined Federal Campaign
  - garnishments (IRS form 668A—Notice of Levy—and similar records)
  - Treasury bond purchases
  - 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. Cut off at the end of the fiscal year. Destroy 3 years after paying agency or payroll processor validates data.

**Performance Appraisals (PSCs)** File with Personal Service Contractor (PSC) Files (**Official record is PAPER ONLY**)

**Performance Appraisals (U.S. Direct Hires) – Former Employees** (Disposition Authority: DAA-GRS-2017-0007-0008) [GRS 2.2, item 070]

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. Performance-related records pertaining to a former employee.

**DISPOSITION:** Temporary. **POST:** Send to Human Resource Management (HRM) at Headquarters after employee separates from agency.

**Personnel files (U.S. direct hires) (Supervisors' copy)** (Disposition Authority: DAA-GRS-2017-0007-0012) [GRS 2.2, item 080]

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

**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 separation or transfer.

**Personal Service Contractor (PSC) Files** (Disposition Authority: DAA-0490-2015-0004-0001)

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 for Posts and other evidence of competition; security clearance (security certification), background checks, and any other supporting documents required by the Acquisitions and Contracts office (CFO/ACM). **PSC are PAPER ONLY!**

**INSTRUCTION:** File follows PSC if changing Post. Send file to HQ if Post closes.

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

**Purchase Card Files (Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - **see Financial Transactions**

**Site History Files** (Disposition Authority: N1-490-12-6, item 4)

**Note:** According to Safety and Security Instruction (SSI) 401, the Director of Programming and Training is responsible for Site History files. (November 2020). All records must be sent to the DPT to keep the official copy for the required retention. Versions in all other offices are reference copies and can be deleted/destroyed once verified that the DPT has the original.

**DISPOSITION:** Temporary. Cut off when assessment is complete.  
Send all files to the DPT. DPT will upload SHF to VIDA.

Destroy copies when verified DPT has original version.

**Time and Attendance Files (Includes Leave Requests)** (Disposition Authority: DAA-GRS-2019-0004-0002) [GRS 2.4, item 030]

Sign-in/sign-out records, time cards/sheets; overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work; attendance spreadsheet (PC 57), and compensation time information. Leave requests and applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.). SF-71 or equivalent plus any supporting documentation of requests and approvals of leave.

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

**Travel Authorizations (Financial transaction records etc.)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - **see Financial Transactions****Travel Card Log (Financial transaction records etc.)** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010] - **see Financial Transactions****Volunteer Allowances** (Disposition Authority: DAA-GRS-2017-0003-0002) [GRS 5.2, item 020]

Input into VICA.

**DISPOSITION:** Temporary. Cut off when data is entered into system and verified.  
Destroy after cutoff.

**Volunteer Banking Agreements** (Disposition Authority: DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

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

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

**Volunteer Living Allowance Receipts** (Disposition Authority: DAA-GRS-2016-0013-0001)  
[GRS 1.1, item 001]

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

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

**Volunteer Living Allowance Surveys** (Disposition Authority: DAA-GRS-2015-0006-0006)  
[GRS 1.3, item 041]

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

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

**Volunteer Readjustment Log / In-country Withdrawal** (DAA-GRS-2016-0013-0001) [GRS 1.1, item 001]

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

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

**Volunteer Settling-in Allowance Surveys** (Disposition Authority: DAA-GRS-2015-0006-0006)  
[GRS 1.3, item 041]

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

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



## Country Director/ Executive Secretary

**Administrative Management Control Survey (AMCS)** (Disposition Authority: N1-490-12-3, item 1)

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

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

**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. Maintain files in a secure location under the control of the Country Director (CD). CD (or delegate) **MUST** forward a copy of the Consideration of Administrative Separation Memo, Volunteer reply (if any), and Administrative Separation Memo (if any) to the Country Desk Officer (CDO) in the Region. CD (or delegate) maintains **ALL** documents relating to the Consideration of Administrative Separation (including notes) in a secure location.

Post copy of records: Destroy 5 years after cutoff.

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

Authorization to use a Volunteer's personal material world-wide and in perpetuity. **MUST File electronically, alphabetically by last name and in a CY folder**

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

**Briefing Books / Briefings** (Disposition Authority: N1-490-02-2, item 1)

Briefing Notes prepared by Headquarters and/or Post for high-level official's visits or meetings.

**DISPOSITION:** **PERMANENT**. Cut off at end of calendar year. (STORE in 10-PostHistory in PFS). Contact Records Officer at HQ to arrange periodic transfer.

**Cable Files (Unclassified)** (Disposition Authority: N1-490-12-3, item 3)

Unclassified cables are sent by Peace Corps Headquarters or other Federal agencies and received by Peace Corps Posts through the State Department. These communications are administrative in nature. The original cables continue to be accessible through the State Department website.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy 3 years after cutoff.

**Country Agreements** (Disposition Authority: N1-490-12-2, item 1)

File includes all agreements with host country and amendments.

**DISPOSITION:** PERMANENT. Keep until Post closes. File with Post Foundational Documents.

**Description of Services (DOS) / Termination Report** (Disposition Authority: DAA-0490-2018-0004-0001)

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

**DISPOSITION:** Temporary. Electronic only. Destroy Post copy 1 year after COS.

**INSTRUCTION:** Original copies of each DOS shall be scanned, grouped alphabetically by name, and saved in the format "Last Name, First Name, Country Code, COS Year", and emailed to the Office of Third Goal and Returned Volunteer Services (D/3GL) at certify@peacecorps.gov (per MS 285)

**NOTE:** If Volunteers request copy of DOS after COS, **they must contact Office of 3rd Goal and Privacy Office at HQ**

**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

Disposition: Temporary. Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later.

**Externally Funded Grants and Training Activity Files** (Disposition Authority: DAA-GRS-2013-0008-0001) [GRS 1.2, item 020]

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

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

**FOIA (Freedom of Information Act)** (DAA-GRS2013-0007- 0001 [GRS 4.2, item 010])

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

NOTE: All FOIA requests should be routed through the FOIA office at HQ (foia@peacecorps.gov)

**DISPOSITION:** Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use.

**Host Country Contributions** (Disposition Authority: N1-490-12-3, item 6)

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

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

**Invitations** (Disposition Authority: DAA-GRS-2016-0016-0001) [GRS 5.1, item 010]

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

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

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

(Disposition Authority: N1-490-12-2, item 1)

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

**DISPOSITION:** PERMANENT. Keep until country closes. See Post Foundational Documents for further instructions once country closes.

**Newsletters** (Disposition Authority: N1-490-12-3, item 8)

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

**DISPOSITION:** Temporary. Cut off at end of calendar year. Destroy 5 years after cutoff.

**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.

**Post Foundational Documents (Country Closing Files)** (Disposition Authority: N1-490-12-2, item 1)

Records from Posts that close or are suspended due to a country's graduation, evacuation, or through a Peace Corps administrative decision. File includes agreements with host country (country agreement) and amendments, materials that document the closing and reasons for closing; signed copies of country agreements and amendments; any other agreements, Memoranda of Understanding (MOUs), or Memoranda of Agreement (MOAs) if signed by the Country Director or a more senior Peace Corps official. May also include legacy reports documenting the activities and accomplishments of an overseas Post's mission upon graduation, the last Pre-Service Training (PST) materials, the last welcome book, materials documenting the Post's history, and graduation books, if the closing involves a Country Graduation.

Will also include all documents related to the closing, suspension, graduation, or evacuation, or through a Peace Corps administrative decision including materials that document the closing and reasons for closing.

**DISPOSITION:** PERMANENT. Contact the Records Management Office for instructions on how to send records to headquarters upon Post closure or suspension.

**Post Histories** (Disposition Authority: N1-490-12-2, item 3)

Information unique to the Post, showing the history of its mission or activities. Includes Volunteer training rosters, anniversary materials, brochures or other literature prepared by Post to promote the Peace Corps or provide information to host country nationals; speeches given by Country Director on historical occasions; and group photographs taken of training classes or mug books that include both photos and Volunteer biographies. May include documentation of Volunteer service or training classes produced through a collaboration of Volunteers in a training class if the names, dates, and place of all photographs or other information are included. All of these materials must include metadata (at a minimum, dates, locations, and subjects – including names of individuals in photographs).

**DISPOSITION:** PERMANENT. Upon approval of this schedule, transfer records dated 1961-1989 to the National Archives. Beginning with records dated 1990, transfer to the National Archives in 10 year blocks when the most recent record is 20 years old. (In 2020, transfer records dated 1990-1999; in 2030, transfer records dated 2000-2009, etc.) All electronic records must be maintained and transferred to the National Archives according to the CFR 20 years after cutoff.

**Post Policies and Guidelines** (Disposition Authority: DAA-0490-2016-0012-0002)

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

**DISPOSITION:** Temporary. Cut off when superseded or when Post closes. Destroy 5 years after cutoff.

**Post Updates** (Disposition Authority: N1-490-12-3, item 11)

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

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

**Requests for Information** (Disposition Authority: DAA-GRS-2016-0016-0001) [GRS 5.1, item 010]

Routine Requests for public information about the Peace Corps.

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

**Site History Files** (Disposition Authority: N1-490-12-6, item 4)

**Note:** According to Safety and Security Instruction (SSI) 401 the Director of Programming and Training is responsible for Site History files. (November 2020). All records must be sent to the DPT to keep the official copy for the required retention.

Versions in all other offices are reference copies and can be deleted/destroyed once verified that the DPT has the original.

**DISPOSITION:** Send all files to the DPT.

Destroy when verified DPT has original version.

**Speeches** (Disposition Authority: N1-490-12-2, item 3)

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

**DISPOSITION:** PERMANENT. (File in Post Histories)

**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.

**DISPOSITION:** PERMANENT. Send to Regions at the end of the fiscal year. Post can destroy old Strategic Plan when new Strategic Plan is approved, but longer retention is allowed.

**Swearing-In Programs** (Disposition Authority: N1-490-12-2, item 3)

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

**DISPOSITION:** PERMANENT. (File in Post Histories)

**VIP Visits** (Disposition Authority: N1-490-12-3, item 13)

Communications and other documentation about VIP visits.

**DISPOSITION:** Temporary. Cut off at end of calendar year. Destroy 5 years after cutoff.

**Volunteer (PCV) Overseas Files** (Disposition Authority: N1-490-95-9, item 3)

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

**DISPOSITION:** Temporary. Cut off at Close of Service (COS) or Early Termination (ET). Destroy 5 years after COS or ET.

**NOTE:** Program and Administrative files about Volunteers may be kept separately until after COS or ET, but should be filed together after COS or ET.

**Volunteer Project Files** (Disposition Authority: N1-490-12-3, item 14)

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

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

**NEW - GENERAL SERVICES****Excess Personal Property Reports** (Disposition Authority: DAA-GRS-2016-0011-0004) [GRS 5.4, item 040]

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

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

**Key and Card Access Accountability Records** (Disposition Authority: DAA-GRS-2017-0006-0003) [GRS 5.6, item 021]

Records accounting for keys and electronic access cards.

**DISPOSITION:** Temporary. Destroy 6 months after return of key.

**Leases** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

This file contains a copy of all leases signed on behalf of the Peace Corps.

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

**DISPOSITION:** Temporary. Cut off after final payment. Destroy 6 years after cutoff or cancellation.

**Local Facility Identification and Card Access Records** (Disposition Authority: DAA-GRS-2021-0001-0006) [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.

**Mail Schedule (PCV)** (Disposition Authority: DAA-GRS-2017-0003-0001) [GRS 5.2, item 010]

Volunteers' mail schedule.

**DISPOSITION:** Temporary. Cutoff at end of calendar year. Destroy when no longer needed for business use.

**Package Check Out (PCV's)** (Disposition Authority: DAA-GRS-2017-0003-0001) [GRS 5.2, item 010]

List of Volunteers' incoming packages and date picked up by Volunteer.

**DISPOSITION:** Temporary. Cutoff at end of calendar year. Destroy when no longer needed for business use.

**Personal Property Files** (Disposition Authority: DAA-GRS-2013-0003-0001) [GRS 1.1, item 010]

Information about personal property (purchase date, vendor, cost, etc.). See Surplus Property Files for disposition of receipts.

**DISPOSITION:** Temporary. Cut off after final payment or cancellation. Delete 6 years after final payment or cancellation.

**Shuttle Files** (Disposition Authority: N1-490-12-3, item 12)

These files contain information about shuttles used for Volunteer security. They include the following information about each trip: vehicles used, shuttle schedules and routes, and drivers' and passengers' names. If applicable, vendor information should be included.

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

**Title (Abstract or certificate of title)** (Disposition Authority: DAA-GRS-2016-0011-0002) [GRS 5.4, item 020]

Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).

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

**1. SEND A COPY OF REAL ESTATE TITLES (mortgages, liens, etc.) TO THE CDO AT HQ.**

**2. PLACE COPIES OF OTHER PAPERS WITH VEHICLE FILES/ASSET FILES. PUT COPIES OF TITLE AND OTHER PAPERS WITH VEHICLE FILES/ASSET FILES.**

**Vehicle Accident Files** (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. DATA Should be entered into VMIS.

**Vehicle and Equipment Ownership Records and Operation Manuals** (formerly: Vehicle Files / Asset Files) (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.

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

**NOTE:** The original ownership documents will go to the new owner, but a copy should be retained for audit purposes.

**DISPOSITION:** Temporary. Cut off when vehicle leaves Post's custody. Destroy 3 years after cutoff.

**Vehicle Fleet Plan (VFP) Report** (Disposition Authority: DAA-GRS-2016-0011-0001) [GRS 5.4, item 010]

The Vehicle Fleet Plan (VFP) report is created at a Post's start-up and updated annually (or as fleet changes). It contains the country profile, geographic/environment profile, vehicle usage details, and details of Post's vehicle ceiling allotment.

**DISPOSITION:** Temporary. Destroy when 3 years old or 3 years after superseded.  
**DATA should be entered into VMIS.**

**Vehicle Maintenance Files** (Disposition Authority: DAA-GRS-2016-0011-0011) [GRS 5.4, item 090]

Maintenance records, including those relating to service and repair.

**DISPOSITION:** Temporary. Destroy when 3 years old. Transfer of extant records to new owner at sale or donation is authorized. **DATA should be entered into VMIS.**

**Vehicle Operating Files** (Disposition Authority: DAA-GRS-2016-0011-0001) [GRS 5.4, item 010]

Records relating to administering and operating facilities, spaces, Federally owned and operated land vehicles, water vessels, and equipment. 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

**DISPOSITION:** Temporary. Destroy when 3 years old. **DATA should be entered into VMIS.**

**Vehicle Status Report (VSR)** (Disposition Authority: DAA-GRS-2016-0011-0001) [GRS 5.4, item 010]

This report is used to track and report essential information about each vehicle and to document any changes in the vehicle's status. It contains a summary of each vehicle's operational data (usage, fuel and maintenance) for the entire fiscal year (10/1 through 9/30).

**DISPOSITION:** Temporary. Destroy 3 years after date of report. **DATA should be entered into VMIS.**

## IT

### **Administrative IT Management 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.

### **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.

**Note:** See update guidance on requirements for “Audiovisual Records Guidance Oct 2021”: <https://intranet.peacecorps.gov/Support/RecMgmtRC/Pages/default.aspx>

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

### **Borrower List** (Disposition Authority: DAA-GRS-2013-0002-0016) [GRS 4.1, item 010]

List of staff or Volunteers who borrow Peace Corps equipment.

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

### **Computer Incident Reports** (Disposition Authority: DAA-GRS-2013-0006-0002) [GRS 3.2, item 020]

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

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

**Cyber Security** (Disposition Authority: DAA-GRS-2013-0006-0002) [GRS 3.2, item 020]

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

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

**Daily Backups** (Disposition Authority: DAA-GRS-2013-0006-0005) [GRS 3.2, item 040]

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

**DISPOSITION:** Temporary. Destroy when superseded by a full backup.

**IT Users' Verification Form (System Access records)** (Disposition Authority: DAA-GRS-2013-0006-0003) [GRS 3.2, item 030]

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. IT user's verification form.

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

**Monthly Backups** (Disposition Authority: DAA-GRS-2013-0006-0005) [GRS 3.2, item 040]

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

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

**Online logs (Information technology operations and maintenance records)** (Disposition Authority: DAA-GRS-2013-0005-0004) [GRS 3.1, item 020]

Logs, registers, and other records used to control or document the status of correspondence, reports, or other records. 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.

**DISPOSITION:** Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

**Outlook Web Access (OWA) Sensitive Data Agreement** (Disposition Authority: DAA-GRS-2013-0005-0004) [GRS 3.1, item 020]

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

**DISPOSITION:** Temporary. Cutoff at end of calendar year. Destroy/delete 3 years after cutoff.

**Permission to Access Existing Accounts Request Files** (Disposition Authority: DAA-GRS-2013-0006-0004) [GRS 3.2, item 031]

Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.

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

**Sharepoint Authorization Form (Volunteers)** (Disposition Authority: DAA-GRS-2013-0006-0003) [GRS 3.2, item 030]

Volunteer's Sharepoint Authorization Form.

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

**Social Media Records - UPDATED**

This schedule covers records related to communications including comments to and from the public that require no formal response or action such as write-in campaigns personal opinions on current events or personal experiences, routine complaints or commendations, anonymous communications, suggestion box comments, agency postings on social media accounts and email blasts that consist of information released or captured elsewhere.

NOTE: Public comments that the agency takes action on or uses to take action are not covered by this item.

**DISPOSITION:** Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use.

**Volunteer Computer Guidelines Signature Form** (Disposition Authority: DAA-GRS-2013-0006-0003) [GRS 3.2, item 030]

Volunteer Computer Guidelines Signature Form.

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

**Virtual Private Network (VPN)** (Disposition Authority: DAA-GRS-2013-0006-0003) [GRS 3.2, item 030]

Virtual Private Network.

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

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

**DISPOSITION:** DO NOT DESTROY

**Wireless Authorization (Volunteers)** (Disposition Authority: DAA-GRS-2013-0006-0003) [GRS 3.2, item 030]

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

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

## Medical Office

### **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.

### **DEA (Drug Enforcement Agency) / Controlled Substance Log** (Disposition Authority: DAA-0490-2016-0012-0003)

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

**DISPOSITION:** Temporary. Cut off when beginning a new log or when Post closes. Destroy 3 years after cutoff.

### **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. **ALL** medical records are to be entered into PCMEDICS. **Dental**



x-ray and other medical imaging reports (interpretations), must be scanned into the appropriate PCMEDICS document folder (as per MS 267).

Scan all image files and put into PCMEDICS (as per MS 267).

Once scanned, offer hardcopy images (x-rays, etc.) to Volunteer at COS as per MS 267 - **IF NOT SCANNED INTO PCMEDICS - SEND TO OHS AT HQ - DO NOT GIVE TO VOLUNTEER.**

**DISPOSITION:** Temporary. The Peace Corps Medical Officer (PCMO) will complete the electronic medical record within 30 days after a Volunteer separates from Peace Corps for any reason. HQ will maintain all medical records and **Destroy 50 years after cutoff.**

### **Immunization Files** (Disposition Authority: N1-490-12-4, item 2)

Records tracking immunizations by training group and records relating to emerging diseases. [NOTE: Personal information about vaccines goes into Volunteer's or Trainee's health/medical record] **ALL** medical records are to be entered into PCMEDICS.

**DISPOSITION:** Temporary. Cut off at Close of Service (COS) for immunized Volunteer Training Class. Destroy 1 year after cutoff.

### **Inventories of Medical Supplies** (Disposition Authority: N1-490-12-4, item 6)

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

**DISPOSITION:** Temporary. Cut off at time of inventory. Destroy 3 years after cutoff.

### **Inventories of Specially Designated and Controlled Substance Medical Supplies**

(Disposition Authority: N1-490-12-4, item 7)

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

**DISPOSITION:** Temporary. Cut off at time of inventory. Destroy 5 years after cutoff.

### **Lab logs / Clinical Practice Log Books** (Disposition Authority: N1-490-12-4, item 8)

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

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

**Medical Accommodation Request (MAC) Files** (Disposition Authority: N1-490-12-4, item 9)

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

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

**Medical Action Plan (MAP)** (Disposition Authority: DAA-GRS-2016-0004-0001 [5.3, item 010])

Plans and records on continuity and emergency planning administrative and operational activities.

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

**Medical Facility Assessment Files** (Disposition Authority: N1-490-12-4, item 4)

Medical facility assessments, including but not limited to the Health Facility Assessment and Medical Evacuation (medevac) Action Plans / Medical Emergency Action Plans (EAPs) providing information about medical assistance available near each Volunteer's site.

**DISPOSITION:** Temporary. Cut off when superseded or at Close of Service (COS), whichever is later. Destroy 3 years after cutoff.

**Medical Newsletters** (Disposition Authority: N1-490-12-4, item 11)

Newsletters informing Volunteers about local health and medical conditions.

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

**Medical Site Assessments / Site Evaluations** (See Site History Files) (Disposition Authority: N1-490-12-6, item 4)

**Note:** According to Safety and Security Instruction (SSI) 401 the Director of Programming and Training is responsible for Site History files. (November 2020). All records must be sent to the DPT to keep the official copy for the required retention. Versions in all other offices are reference copies and can be deleted/destroyed once verified that the DPT has the original.

**DISPOSITION:** Temporary. Cut off when assessment is complete.

Send all files to the DPT.

Destroy when verified DPT has original version.

**Monthly Epidemiological Survey Report** (Disposition Authority: N1-490-12-4, item 3)

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

**DISPOSITION:** Temporary. If Posts pull Epidemiology reports from PCMEDICS - then the Post report is a copy and can be disposed of when no longer needed

**Purchase Requests** (Non-record at Post)

Post Logistics and Support (PLS) Purchase Request (MS734).

**DISPOSITION:** Temporary. **Post:** Send record copy to PLS/HQ. Cut off after order is filled. Destroy 3 months after cutoff.

**Regional Medical Evacuation (Medevac) Files** (Disposition Authority: N1-490-12-4, item 10)

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

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

**Volunteer Health Training Files** (Disposition Authority: DAA-0490-2016-0002-0003)

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

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

**Volunteer / Trainee Death 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 at HQ. Transfer ALL records to Office of Safety and Security at Headquarters after completion of investigation.

## Programming and Training

### **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.

### **Committee Meeting Minutes** (Disposition Authority: DAA-GRS-2016-0016-0001) [GRS 5.1, item 010]

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

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

### **IRC (In-country Resources Catalog)** (Disposition Authority: DAA-GRS-2016-0016-0001) [GRS 5.1, item 010]

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

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

**Job Specific Request (JSR) (Formerly the Volunteer Assignment Description (VAD))**

(Disposition Authority: N1-490-12-2, item 7)

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

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

**Language Proficiency Interview (LPI) cassette tapes or digital files** (Disposition Authority: N1-490-12-6, item 1)

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

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

**Peace Corps Response (PCR) General Files** (Disposition Authority: N1-490-12-6, item 2)

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

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

**Peace Corps Response (PCR) Position Descriptions** (Disposition Authority: N1-490-12-2, item 2)

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

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

**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.

**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 or Survey of Volunteer Training**) 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**. Send annually to the Office of Programming and Training (OPATS) - Peace Corps Annual P&T Reports Site on the PC Workspace Intranet page (<https://in.peacecorps.gov/HQ/OGO/opats-annualpandtreports/SitePages/Annual%20P%20and%20T%20Status%20Reports.aspx>)

**Project Files** (Disposition Authority: N1-490-12-6, item 3)

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

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

**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.

**Site History Files** (Disposition Authority: N1-490-12-6, item 4)

Filed by geographical location, these files contain the following records: (1) Site Applications (Applications from administrators in host countries requesting Volunteers); (2) Site Development; (3) Site Surveys/Site Identifications/Site Assessments /Site Evaluations (survey or assessment of proposed site for placement of Volunteer; assessment of community environment, including safety and security issues and public health factors); (4) Home Stay Files (information about potential Pre-Service Training sites) (5) Site Visit Reports (reports by Programming and Training staff, Country Director, Safety and Security Coordinator, or other staff after a visit to a Volunteer site); (6) Volunteer Requests; (7) Site Contact Forms and (8) Site Evaluations/Final Site Evaluations/Site History Form (Volunteer evaluations of their sites at Close of Service, including positive and negative aspects, limitations, activities, and relationships with host country supervisor and counterparts).

**Note:** According to Safety and Security Instruction (SSI) 401 the Director of Programming and Training is responsible for Site History files. (November 2020). All records must be sent to the DPT to keep the official copy for the required retention. Versions in all other offices are reference copies and can be deleted/destroyed once verified that the DPT has the original.

**DISPOSITION:** Temporary. **DPT collects all data related to Site History process and maintains official record.**

Cut off when Volunteers leave site. Place all files from every Post unit in a central place. Destroy 10 years after cutoff.

**Training Evaluations** (Disposition Authority: N1-490-12-6, item 5)

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

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

**Training Event Files** (Disposition Authority: N1-490-12-6, item 8)

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

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

**Training Event Reports**

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

**Summary Reports** (Disposition Authority: N1-490-12-6, item 6)

Reports summarizing an entire training event.

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

**All other reports** (Disposition Authority: N1-490-12-6, item 7)

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

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

**Volunteer Handbooks** (Disposition Authority: DAA-0490-2016-0012-0006)

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

**DISPOSITION:** Temporary. Cut off when superseded or when Post closes. Destroy 5 years after cutoff.



**Volunteer Site Lists** (Disposition Authority: N1-490-12-6, item 10)

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

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

## Safety and Security

**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

**DISPOSITION:** Temporary. **Upload into SIMS**. Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later.

**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.

**Crime Case Files** (Disposition Authority: N1-490-12-5, item 1)

Case files created and maintained at Posts about crimes involving Volunteers. Includes information about the crime, notes, and updates from local attorneys and authorities (such as arrest information and steps in prosecution). These records consist of any paper or electronic documents not input into the Consolidated Incident Reporting System (CIRS).

**DISPOSITION:** Temporary. **Upload into SIMS**. Cut off at the end of the calendar year in which the case is closed. Destroy 7 years after cutoff.

**Crime Incident Reports** (Disposition Authority: DAA-GRS-2016-0016-0002 [GRS 5.1, item 020])

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

**DISPOSITION:** Temporary. **Upload into SIMS**. Cut off after copying to recordkeeping system or otherwise preserving. Destroy/delete after 3 years.

**Duty Officer's Handbook** (Disposition Authority: DAA-0490-2016-0012-0001)

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

**DISPOSITION:** Temporary. Destroy old version when updated or superseded or when Post closes.

**Emergency Action Plan (EAP) Files** (Disposition Authority: DAA-0490-2016-0012-0004)

Emergency Action Plan (EAP) and EAP Brochures written at each Post in conjunction with staff, Volunteers and others. Explains types of potential emergencies and emergency action plans and contingencies. Can also contain tips on home stay preparation before Volunteer leaves for service, safe house locations and phone numbers, and staff phone numbers.

**DISPOSITION:** Cut off when updated or when Post closes. Destroy at cutoff.

**Emergency Action Plan (EAP) Test Records** (Disposition Authority: DAA-GRS-2016-0004-0001) [GRS 5.3, item 010]

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

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

**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.

**Evacuation Drill for Staff** (Disposition Authority: DAA-GRS-2016-0004-0001) [GRS 5.3, item 010]

Training and drills for office evacuation.

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

**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. Updated periodically. Destroy/delete when superseded.

**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 Safety Plan** See Volunteer (PCV) Files

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

**DISPOSITION:** Temporary. Safety and Security Coordinator maintains the Personal Safety Plan for each Volunteer. PCSSO sends record copy to the Office of Safety and Security at Headquarters. Safety and Security Office (Record Copy) and PCSSO (non-record copy). At Volunteer's Close of Service (COS), forms are filed with Volunteer (PCV) Files.

**Routine Security Operations Records** (Disposition Authority: DAA-GRS-2021-0001-0003) [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
  - o recordings of protective mobile radio transmissions
  - o video surveillance recordings
  - o 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.

**Safety and Security Handbook** (Disposition Authority: N1-490-12-5, item 5)

Handbook written at some, though not all, Posts for Volunteers, providing an overview of safety and security procedures and policies designed for the Volunteer's personal safety and home security.

**DISPOSITION:** Temporary. Cut off at end of the calendar year it is updated.  
Destroy/delete 3 years after cutoff.

**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.

**Site History Files** (Disposition Authority: N1-490-12-6, item 4)

**Note:** According to Safety and Security Instruction (SSI) 401 the Director of Programming and Training is responsible for Site History files. (November 2020). All records must be sent to the DPT to keep the official copy for the required retention. Versions in all other offices are reference copies and can be deleted/destroyed once verified that the DPT has the original.

**DISPOSITION:** Temporary. Cut off when assessment is complete.  
Send all files to the DPT.

Destroy when verified DPT has original version.

**Visitor Processing Records** (Disposition Authority: DAA-GRS-2017-0006-0015) [GRS 5.6, item 111]

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.

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

**Volunteer Coordinators' Files** (Disposition Authority: N1-490-12-5, item 6)

Volunteer Coordinators (also known as Emergency Zone Coordinators or Wardens) are Peace Corps Volunteers who have agreed to serve as liaisons between Safety and Security Coordinators and other Peace Corps Volunteers, aiding with safety and security issues in their geographic area. They can meet several times a year to review safety and security incidents and receive safety and security training. Files include minutes from annual meetings of coordinators within their country, minutes of meetings held by each coordinator with Volunteers in their geographic region, notes, and information provided by Post Safety and Security Coordinator or others regarding Volunteer safety and security.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year of the Volunteer's service. Destroy 2 years after cutoff.

**Volunteer Coordinators' Manual** (Disposition Authority: DAA-0490-2016-0012-0005)

This guidance, created by some but not all Posts, outlines the rules and responsibilities for those Peace Corps Volunteers who have assumed additional duties as Volunteer Coordinators (also known as Emergency Zone Coordinators or Wardens).

**DISPOSITION:** Temporary. Cut off in calendar year it is updated or when Post closes. Destroy/delete 1 year after cutoff.

**Volunteer Safety and Overseas Security (SOPs)** (Unscheduled)

**DISPOSITION:** DO NOT DESTROY

## 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?**

**What do I do with Peace Corps-related email, texts, or short message service (SMS) messages records created or received on a personal account?**

**What if I have records from a predecessor or someone whose office or desk I inherit?**

**When and how 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, PC-Global, and meeting invitations. These types of messages should be deleted as soon as they are no longer needed. For example, sending a text message saying “I will be five minutes late to the meeting” is not substantial and doesn’t need to be kept.

### **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.

### **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 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.

**When and how may I destroy 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 Record Liaison. 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 I create, receive, or maintain records that do not match the description contained 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 unclassified. Unclassified 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](mailto:Records@peacecorps.gov)) to discuss the records and get the correct disposition authority.

**Who do I contact with questions concerning records?**

Your Record Liaison or the Peace Corps Records Management Office at ([Records@peacecorps.gov](mailto:Records@peacecorps.gov)). You may also wish to view information which the National Archives and Records Administration maintains on its website: [www.archives.gov](http://www.archives.gov)

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