

This document was requested and posted by AltGov2

www.altgov2.org/records-destruction-requests



NATIONAL
ARCHIVES

LRC, 12/12/16

Date: December 12, 2016
Appraiser: Darryl Byrd, ACRA
Agency: Peace Corps
Subject: DAA-0490-2016-0012

INTRODUCTION

Schedule Overview

Overseas Posts – Miscellaneous Items

Organizational Context

The Peace Corps was established in 1961 to provide a multi-faceted way to promote peace and friendship by sending American men and women with demonstrable skills to host countries throughout the world. The mission of the Peace Corps is to help the people of interested countries in meeting their need for trained men and women, and to help promote better mutual understanding between Americans and citizens of other countries. Almost a quarter of a million Americans have served in the Peace Corps in 139 countries.

Background Information

The Overseas Posts schedules, submitted in 2012, did not include disposition instructions in the event a Post closes permanently. This schedule corrects that situation for six records series, as noted below. The other items in the approved 2012 Overseas Post schedules do not require updated instructions because the approved disposition instructions adequately cover the event driven retentions. For example “Destroy after the project is completed or work ceases; or “Cutoff at end of the calendar year, destroy 3 years after cutoff.”

Overall Recommendation

I recommend approval of the attached schedule.

NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001

www.archives.gov

APPRAISAL

Item 0001: Duty Officer's Handbook

Each post appoints staff to act as the Duty Officer (DO). Each DO is required to keep a log of all calls and actions taken during a shift(s). The DO provides 24-hour coverage so that communications are always open and available should a situation arise. The handbook contains contact information, maps and directions to volunteer housing and/or workplace, instructions and forms for routine occurrences such as staff locked out of house or office, etc.

Proposed Disposition: Temporary.

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

- * Previously approved as temporary; Overseas Post Administrative Records, job number N1-490-12-3, item 4 "Duty Officer's Handbook."
- * Has little or no research value.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.

Item 0002: Post Policies and Guidelines

This item include Post-specific guidelines and policies that facilitate the day-to-day operations of the Post. The Peace Corps Manual is the official copy of the agency's policies and guidelines for the entire agency both at headquarters and overseas. Examples include "How to Complete a Leave Request Form," and guidelines for Volunteers to travel home in the event of serious illness or death of a family member.

Proposed Disposition: Temporary.

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

- * Previously approved as temporary; Overseas Post Administrative Records, job number N1-490-12-3, item 10 "Post Policies and Guidelines."
- * Has little or no research value.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.

Item 0003: DEA (Drug Enforcement Agency) / Controlled Substance Log

The DEA requires medical offices to maintain a log of all controlled substances that the office handles (21 CFR 1304). The term "controlled substance" means a "drug or other substance included in schedules I, II, III, IV, or V" maintained by the DEA. The log records the type, form, and amount of the substance received, date received and date dispensed or destroyed, and identities of staff and patients involved in interactions with controlled substances located at a post.

Proposed Disposition: Temporary.

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

- * Previously approved as temporary; Overseas Medical Office Records, job number N1-490-12-4, item 1 "Drug Enforcement Agency (DEA) Controlled Substance Log."

* Has little or no research value.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.

Item 0004: Emergency Action Plan (EAP) Files

Emergency action plans are Post-specific and are developed to address what staff and volunteers should do in case serious events such as natural disasters or civil unrest occurs.

Proposed Disposition: Temporary.

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Previously approved as temporary' Overseas Safety and Security, job number N1-490-12-5, item 2 "Emergency Action Plan (EAP) Files."

* Has little or no research value.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.

Item 0005: Volunteer Coordinators' Manual

Peace Corps volunteers may be selected for additional duties as a Volunteer Coordinator (VC) (also known as Emergency Zone Coordinator or Warden). A post may or may not create guidance for the VC on what responsibilities, duties and tasks they may expect in this position. This document is not required and not all posts create them.

Proposed Disposition: Temporary.

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Previously approved as temporary; Overseas Safety and Security, job number N1-490-12-5, item 7 "Volunteer Coordinators' Manual."

* Has little or no research value.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.

Item 0006: Volunteer Handbooks

Each volunteer receives a Volunteer Handbook at the beginning of an assignment to a Post. The handbooks contain generic information about the post location as well as select portions of the Peace Corps Manual detailing guidance about Peace Corps rules and policies and each volunteer's responsibilities while working for the Peace Corps. Additional documents in the handbook include checklists for what to bring; travel, passport, and visa information; medical checklists; timelines for how life in the Peace Corps will be for the volunteer; and forms for requesting leave.

Proposed Disposition: Temporary.

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Previously approved as temporary; Overseas Posts – Programming and Training, job number N1-490-12-6, item 9 “Volunteer Handbooks.”

* Has little or no research value.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.



DARRYL L. BYRD
Senior Records Analyst