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## Request for Records Disposition Authority

Records Schedule Number           DAA-0490-2016-0012  
Schedule Status                    Appraiser Working Version

Agency or Establishment           Peace Corps  
Record Group / Scheduling Group   Records of the Peace Corps  
Records Schedule applies to       Major Subdivision  
Major Subdivision                 Overseas Posts  
Schedule Subject                  Overseas Posts - Miscellaneous Items  
Internal agency concurrences will  
be provided                        No

Background Information            These items supersede and correct disposition deficiencies for records schedule items that do not address the possibility of an overseas post's closure.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

## Outline of Records Schedule Items for DAA-0490-2016-0012

Sequence Number	
1	Duty Officer's Handbook Disposition Authority Number: DAA-0490-2016-0012-0001
2	Post Policies and Guidelines Disposition Authority Number: DAA-0490-2016-0012-0002
3	DEA (Drug Enforcement Agency) / Controlled Substance Log Disposition Authority Number: DAA-0490-2016-0012-0003
4	Emergency Action Plan (EAP) Files Disposition Authority Number: DAA-0490-2016-0012-0004
5	Volunteer Coordinators' Manual Disposition Authority Number: DAA-0490-2016-0012-0005
6	Volunteer Handbooks Disposition Authority Number: DAA-0490-2016-0012-0006

## Records Schedule Items

Sequence Number	
1	<p><b>Duty Officer's Handbook</b></p> <p>Disposition Authority Number      <b>DAA-0490-2016-0012-0001</b></p> <p><b>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.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Pending</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-490-12-3 / 4</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy old version when updated or superseded or when post closes.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Post Policies and Guidelines</b></p> <p>Disposition Authority Number      <b>DAA-0490-2016-0012-0002</b></p> <p><b>Policies created at post. Includes general policies and guidelines or program and training guidelines and policies or other post-specific guidelines or policies.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Pending</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p>

3	GRS or Superseded Authority Citation	N1-490-12-3 / 10
	Disposition Instruction	
	Cutoff Instruction	Cut off when superseded or when post closes.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	<b>DEA (Drug Enforcement Agency) / Controlled Substance Log</b>	
	Disposition Authority Number	DAA-0490-2016-0012-0003
	<b>DEA log dedicated to dispensing and disposal of controlled substances at post.</b>	
	Final Disposition	Temporary
Item Status	Pending	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
4	GRS or Superseded Authority Citation	N1-490-12-4 / 1
	Disposition Instruction	
	Cutoff Instruction	Cut off when beginning a new log or when post closes.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	<b>Emergency Action Plan (EAP) Files</b>	
	Disposition Authority Number	DAA-0490-2016-0012-0004
	<b>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.</b>	
	Final Disposition	Temporary
Item Status	Pending	

5	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-490-12-5 / 2
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when updated or when post closes.
	Retention Period	Destroy at cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Volunteer Coordinators' Manual</b>	
	Disposition Authority Number	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).	
	Final Disposition	Temporary
Item Status	Pending	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
GRS or Superseded Authority Citation	N1-490-12-5 / 7	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off in calendar year it is updated or when post closes.	
Retention Period	Destroy/delete 1 year after cutoff.	
<b>Additional Information</b>		
GAO Approval	Not Required	
<b>Volunteer Handbooks</b>		
Disposition Authority Number	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.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-490-12-6 / 9

#### Disposition Instruction

Cutoff Instruction Cut off when superseded or when post closes.

Retention Period Destroy 5 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
09/30/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps



## Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0