

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2023-0002

Status: APPROVED
Date Approved: 04/23/2024

General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency-wide
Schedule Subject	Authorization to Use Personal Materials Agreement
Additional Schedule Information	<p>Originally a paper form, PC-2064b, was given to Volunteers at their assigned Post to request permission for the Post or Peace Corps to use any image or likeness of Volunteers in agency recruiting materials or reports. The form also allows for the Peace Corps to use materials created by the Volunteer during service, for example lesson plans, language guides for local dialects, etc. Volunteers weren't required to sign or agree. The paper form was scheduled in 2012 as temporary with a 75 year retention. Each Post keeps their own forms by year, not by name. Only when Posts close do the forms come to HQ and are then sent to off-site records storage to meet the 75 year retention. ARCIS records show these records have never been requested for reference.</p> <p>After 2016 the electronic information system Database of Volunteer Experience (DOVE) electronically asks Volunteers about 'using personal materials' during the Volunteer application process - again Volunteers can accept or not. The data is now primarily collected electronically in the individual Volunteer application and is kept for at least 6 years after the Volunteer leaves service. Posts may still request paper version of the form be signed at Post if needed.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0490-2023-0002

Item #	Title	Disposition
0001	Authorization to Use Personal Materials Agreement	Temporary

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Records Schedule Items

DAA-0490-2023-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Authorization to Use Personal Materials Agreement	
Item Description	Agreement to allow Peace Corps to use image / likeness of Volunteer; materials created by Volunteer during service such as lesson plans, articles about service, about Post activities, and similar service-related documentation for Peace Corps recruiting, reports, or other promotional agency activities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-490-12-003 / 2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff when Volunteer's Peace Corps service ends	
Retention Period	Other: Destroy no sooner than 6 years(s) after cutoff but longer retention is authorized	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Accept	Data Migration	02/02/2023
Approve	Colleen Shogan	04/23/2024