

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2022-0004

Status: APPROVED
Date Approved: 06/22/2024

General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency-wide
Schedule Subject	Emergency Declaration Response Records
Additional Schedule Information	The Peace Corps was uniquely impacted by the Covid-19 pandemic. For the first time in the agency's history, the Peace Corps evacuated every Volunteer and most staff from nearly 60 Posts around the globe. It marked the first time since the agency opened in 1961 that no Peace Corps Volunteers were serving anywhere in the world. The Peace Corps responded to the pandemic in creative ways to allow Volunteers to find new ways to serve their country.
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: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

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-0490-2022-0004

Item #	Title	Disposition
0001	Emergency Declaration Response Records - Substantive	Permanent
0002	Emergency Declaration Response Records - Administrative	Temporary

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Records Schedule Items

DAA-0490-2022-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Emergency Declaration Response Records - Substantive	
Item Description	Records documenting the mission activities of the Peace Corps' global response related to declared global emergencies such as the Covid-19 pandemic. Records to include but not limited to: documents coordinating the agency's crisis preparation and response activities, task force and monitoring groups' activities, overseas risk evaluations, and other crisis-related activities documenting all actions taken. Reports include all formal summaries, memos, assessments, responses, and reports by headquarters offices and Posts; and evacuation reports concerning evacuations of overseas posts; planning documents for continuity of work and returning to the office, such as the "Peace Corps Everlasting" document. Examples of the uniqueness of the Peace Corps' response to global emergency events such as COVID-19 include the Virtual Service program and Volunteer FEMA domestic deployment records.	
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?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Upon resuming normal agency activities	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cut off	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:10GB	
Approximate first year of records covered by this authority	2020	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 03/01/2020 To: 05/30/2023	

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information

DAA-0490-2022-0004-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Emergency Declaration Response Records - Administrative
Item Description	Records documenting the administrative activities related to all aspects of crisis response and preparedness, to include but not limited to, correspondence, information about national and international travel restrictions or policies, checklists, reports and other supporting documentation used to generate final products.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 7 year(s) after cutoff
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	09/26/2022
Approve	Colleen Shogan	06/22/2024