

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2024-0004

Status: APPROVED  
Date Approved: 01/21/2025

---

## General Information

Agency or Establishment	Peace Corps
Record/Scheduling Group	0490 - Records of the Peace Corps
Records Schedule Applies To	Agency-wide
Schedule Subject	Peace Corps Social Media and Websites
Additional Schedule Information	This schedule covers records and information exchanges between the Peace Corps and its staff and the general public.
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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2024-0004

Status: APPROVED  
Date Approved: 01/21/2025

---

## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2024-0004

Status: APPROVED  
Date Approved: 01/21/2025

---

Outline of Records Schedule Items for DAA-0490-2024-0004

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Peace Corps Social Media Aggregated Records	Temporary
0002	Peace Corps Internal and External Websites	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2024-0004

Status: APPROVED  
Date Approved: 01/21/2025

Records Schedule Items

<b>DAA-0490-2024-0004-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Peace Corps Social Media Aggregated Records	
Item Description	<p>Social media consists of content posted by Peace Corps offices or units on official Peace Corps social media accounts that are controlled/hosted by third-party vendors including, but not limited to: social networking (Facebook, LinkedIn, Google+, etc.), video sharing (YouTube, Vimeo, etc.), microblogging (Twitter, Tumblr, etc.), and photo sharing (Instagram, Flickr, etc.).</p> <p>The types of content posted to the agency’s social media sites (Facebook, Twitter (X), etc.) may include, but is not limited to: pointers to the agency’s website; general announcements; announcements promoting agency events, activities, or policies; links to recently released Peace Corps press releases; and photos and videos from agency events.</p>	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 3 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0490-2024-0004-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Peace Corps Internal and External Websites	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2024-0004

Status: APPROVED  
Date Approved: 01/21/2025

Item Description	<p>External and internal websites disseminate information about the agency to the public and staff about activities, events, announcements, press releases, and information that may be useful to employees such as benefits and policy. Posted material is for informational purposes only. Both external and internal sites contain duplicate information captured in other agency recordkeeping systems. Information posted to Peace Corps websites may include copies of records related to agency mission and activities; annual reports; press releases; policies; and public services; recruitment; general notices of events; copies of photographs, videos, charts, and graphics; and information about the workplace and employee benefits.</p> <p>This item covers site content and site management that are not covered by other schedules and/or the GRS and applies to the internet and intranet of the Peace Corps.</p>
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 1 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested and Received

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2024-0004

Status: APPROVED  
Date Approved: 01/21/2025

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	Colleen Shogan	01/21/2025