

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0490-2015-0004**  
 Schedule Status                **Approved**

Agency or Establishment        **Peace Corps**  
 Record Group / Scheduling Group **Records of the Peace Corps**  
 Records Schedule applies to    **Major Subdivision**  
 Major Subdivision                **Regions**  
 Minor Subdivision                **Posts**  
 Schedule Subject                 **Personal Service Contract Files**  
 Internal agency concurrences will be provided      **No**

Background Information            **Peace Corps Volunteers currently serve in 65+ countries in Africa, Asia, the Caribbean, Central and South America, Europe, and the Middle East. Collaborating with local community members. Volunteers work in areas like education, youth outreach and community development, the environment, and information technology.**

Each country served by the Peace Corps has an overseas post, usually located in the capital of the country. Each post has a Peace Corps country director and a staff of administrative, program support, training and health professionals. Their jobs are to provide Volunteer support and implement the Peace Corps program. Three Americans (U.S. Direct hires) usually staff each post, but the majority of post staffs are host country nationals or citizens of other countries hired under Personal Service Contracts. These Personal Service Contractors are not bound by Peace Corps' Five-Year Rule and often work for the Peace Corps for decades.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0490-2015-0004

Sequence Number	
1	Personal Service Contract (PSC) Files Disposition Authority Number: DAA-0490-2015-0004-0001

## Records Schedule Items

Sequence Number																	
1	<p data-bbox="365 414 885 457"><b>Personal Service Contract (PSC) Files</b></p> <p data-bbox="365 468 1128 500">Disposition Authority Number      <b>DAA-0490-2015-0004-0001</b></p> <p data-bbox="365 521 1492 819">These <b>Personal Service Contract (PSC)</b> files contain all documentation on each PSC, including all signed contracts and amendments; clearances and negotiations, funding or obligating document, correspondence, payment schedule and copy of voucher. Files include State Department vacancy posts and other evidence of competition (applications and resumes of all candidates interviewed and, at a minimum, the top five candidates); security clearance (security certification), background checks, and any other supporting documents required by the Acquisitions and Contracts office (CFO/ACM).</p> <table data-bbox="365 829 917 1117"> <tr> <td data-bbox="365 829 755 861">Final Disposition</td> <td data-bbox="755 829 917 861"><b>Temporary</b></td> </tr> <tr> <td data-bbox="365 883 755 915">Item Status</td> <td data-bbox="755 883 917 915"><b>Active</b></td> </tr> <tr> <td data-bbox="365 936 755 968">Is this item media neutral?</td> <td data-bbox="755 936 917 968"><b>Yes</b></td> </tr> <tr> <td data-bbox="365 989 755 1117">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td data-bbox="755 989 917 1117"><b>No</b></td> </tr> </table> <p data-bbox="365 1138 673 1181"><b>Disposition Instruction</b></p> <table data-bbox="365 1191 1421 1383"> <tr> <td data-bbox="365 1191 755 1223">Cutoff Instruction</td> <td data-bbox="755 1191 1421 1223"><b>Cut off at the end of the year after final payment.</b></td> </tr> <tr> <td data-bbox="365 1244 755 1276">Transfer to Inactive Storage</td> <td data-bbox="755 1244 1421 1319"><b>Place in a storage area for inactive files one year after cutoff.</b></td> </tr> <tr> <td data-bbox="365 1340 755 1372">Retention Period</td> <td data-bbox="755 1340 1421 1372"><b>Destroy 30 year(s) after Cutoff</b></td> </tr> </table> <p data-bbox="365 1404 665 1447"><b>Additional Information</b></p> <table data-bbox="365 1457 950 1500"> <tr> <td data-bbox="365 1457 755 1500">GAO Approval</td> <td data-bbox="755 1457 950 1500"><b>Not Required</b></td> </tr> </table>	Final Disposition	<b>Temporary</b>	Item Status	<b>Active</b>	Is this item media neutral?	<b>Yes</b>	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>	Cutoff Instruction	<b>Cut off at the end of the year after final payment.</b>	Transfer to Inactive Storage	<b>Place in a storage area for inactive files one year after cutoff.</b>	Retention Period	<b>Destroy 30 year(s) after Cutoff</b>	GAO Approval	<b>Not Required</b>
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### 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
07/06/2015	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
11/18/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist