

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-490-02-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/11/02</i>	
1. FROM (Agency or establishment) Peace Corps, Office of Administrative Services 1111 20 th Street, NW Room 3401, Washington, DC 20526		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Administrative Services (M/AS)			
3. MINOR SUBDIVISION Crisis Corps			
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Saucier	5. TELEPHONE NUMBER 202-692-1125	DATE <i>2-25-03</i> Sept 5, 2002	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>
6. 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 on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE Sept 5, 2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary T Saucier</i>		TITLE Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Peace Corps schedule for Crisis Corps is attached.		

Co Sent to Acem, NWM, NWM

Crisis Corps 970

970.1 Crisis Corps Applicant's file

Application materials from returned Peace Corps Volunteers. Files may also include Peace Corps Volunteers who are within three months of their Completion of Service (COS) conference. Materials include a resume, Description of Service (DOS), and an application.

Disposition: Destroy when application is withdrawn or 5 years after application becomes inactive, whichever is sooner.

970.2 Crisis Corps History files

Records related to how the program began and is sustained, including its policy, accomplishments, mission, responsibilities and programs and projects. Information on how Host countries accepted Peace Corps program. Held by FY in alphabetical order for 2 years.

Disposition: Permanent. Maintain file in-house for two years. Retire to WNRC for 10 years, then transfer to NARA.

970.3 Crisis Corps Program files

Country agreements; program assessments and final reports; Crisis Corps Coordinators' periodic reports; partnering organizations' evaluations; correspondence related to programming and implementation; budget and recruitment records; and other significant decision making documentation.

Disposition: Permanent. Retire to WNRC 5 years after program becomes inactive or when 1 cubic foot is accumulated. Transfer to NARA 10 years later.

970.4 Crisis Corps Recruitment Materials

Materials and publications used for recruitment efforts including brochures, applications, letters, and fliers.

Disposition: Permanent. Retire to WNRC when 5 years old or when 1 cubic foot is accumulated. Transfer to NARA 10 years later.

970.5 Crisis Corps Volunteer's Files

Files containing application, resume, Description of Service, interview notes, professional and PC staff references, OMS medical clearance memo, copies of Trainee/Volunteer Registration forms, legal update form, and Travel Authorization, as well as correspondence between the CC office and individual from recruitment through completion of service and subsequent correspondence related to service and/or benefits.

Disposition: Retire to WNRC two years after completion of project. Destroy ten years later.

970.6 Crisis Corps Volunteer's Evaluations and Final Reports

Volunteers' final reports to Peace Corps and/or Partnering Organization, Description of Service, and evaluations of Volunteers' assignment.

Disposition: Maintain in-house for ten years. Retire to WNRC for ten years and then destroy.

970.7 Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed