

Request for Records Disposition Authority

Records Schedule Number **DAA-0490-2016-0002**
Schedule Status **Approved**

Agency or Establishment **Peace Corps**
Record Group / Scheduling Group **Records of the Peace Corps**
Records Schedule applies to **Agency-wide**
Schedule Subject **Headquarters-Wide Monitoring, Evaluation, and Training Records**
Internal agency concurrences will be provided **No**

Background Information **Various Headquarter offices and units create and maintain records that are categorized as Monitoring, Reporting, and Evaluation, or Programming, or Training. Currently, some offices create all three record types (such as Overseas Programming and Training Support [OPATS], the Office of Global Health and HIV [OGHH], and the Regions), while others create only one type of record (such as the Training records created by the Office of Staff Learning and Development [OSLD] and the Office of Volunteer Recruitment and Selection [VRS]).**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0490-2016-0002

Sequence Number	
1	Monitoring and Evaluation Records Disposition Authority Number: DAA-0490-2016-0002-0001
2	Program Training Records Disposition Authority Number: DAA-0490-2016-0002-0002
3	Administrative Training Records Disposition Authority Number: DAA-0490-2016-0002-0003

Records Schedule Items

Sequence Number	
1	<p>Monitoring and Evaluation Records</p> <p>Disposition Authority Number DAA-0490-2016-0002-0001</p> <p>Headquarters evaluation specialists in multiple Peace Corps units develop guidance for post staff and Volunteers on monitoring, reporting, and evaluating posts' programs and projects. The guidance shows how to design projects to focus on and align with post needs by applying monitoring and evaluation principles; develop metrics of the efficacy of programs and projects towards their objectives; collect, compare, and analyze sector or post-defined indicators; and report project accomplishments to Headquarters, in-country partners, and other stakeholders. Consists of quick tips, and guidance about how to design, monitor, and evaluate plans, projects, and programs, including workshop materials. [Offices maintaining these records currently include: Overseas Programming and Training Support (OPATS), Office of Global Health and HIV (OGHH), Africa Region (AF), Europe, Mediterranean, and Asia Region (EMA), and Inter-America and Pacific Region (IAP), and other offices, as applicable.]</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year.</p> <p>Retention Period Destroy 6 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Program Training Records</p> <p>Disposition Authority Number DAA-0490-2016-0002-0002</p> <p>Headquarters programming specialists and subject matter experts in multiple Peace Corps units create content that assists Volunteers/Trainees, headquarters staff and post programming and training staff on how to effectively conduct</p>

programs and projects that meet the needs of host country priorities. Includes materials such as training content about specific sector or initiative subjects (such as agriculture, youth, or gender equality); lesson plans and activities; project framework guidance; technical workshop materials; and information briefs. [Offices maintaining these records currently include: Overseas Programming and Training Support (OPATS), Office of Global Health and HIV (OGHH), Africa Region (AF), Europe, Mediterranean, and Asia Region (EMA); and Inter-America and Pacific Region (IAP), and other offices, as applicable.]

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year.

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Administrative Training Records

Disposition Authority Number DAA-0490-2016-0002-0003

Headquarters subject matter experts create training content for Volunteers/ Trainees, headquarters staff, overseas staff, and recruiting staff on a variety of administrative and programmatic topics. Records can include syllabi, agendas, workshop materials, session plans, training-the-trainer materials, visual aids, handbooks, coaching materials, instructions, participant assessments, and electronic training resources. EXCLUDES records that are published. [Offices maintaining these records currently include: Office of Staff Learning and Development (OSLD), Volunteer Recruitment and Selection (VRS), Overseas Programming and Training Support (OPATS), Office of Global Health and HIV (OGHH), Africa Region (AF), Europe, Mediterranean, and Asia Region (EMA), and Inter-America and Pacific Region (IAP), and most other, if not all, offices throughout the Peace Corps' Headquarters.]

Final Disposition Temporary

Item Status Active

3

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off the end of the calendar year.
Retention Period	Destroy 6 year(s) after cutoff.
Additional Information	.
GAO Approval	Not Required

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
02/03/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
07/12/2016	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/14/2016	Submit For Certification	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
07/14/2016	Certify	Valery Garrett	Records Management officer	Peace Corps - Peace Corps
08/04/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
08/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist