

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0059-2012-0003**  
Schedule Status                      **Approved**

Agency or Establishment              **Department of State**  
Record Group / Scheduling Group      **General Records of the Department of State**  
Records Schedule applies to              **Major Subdivision**  
Major Subdivision                      **Bureau of Educational and Cultural Affairs**  
Minor Subdivision                      **Office of Global Educational Programs (ECA/AS)**  
Schedule Subject                      **ECA Office of Global Educational Programs Records for the  
Educational Information & Resources Branch, Humphrey Fellowships  
Branch and Teacher Exchange Branch**

Internal agency concurrences will be provided      **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>5</b>	<b>1</b>	<b>4</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0059-2012-0003

Sequence Number	
1	Grant Files Disposition Authority Number DAA-0059-2012-0003-0001
2	Reference and Background Files Disposition Authority Number DAA-0059-2012-0003-0002
3	Education USA Website
3 1	Web Content Disposition Authority Number DAA-0059-2012-0003-0003
4	Annual Statistical Publication (currently Global Guide) Disposition Authority Number DAA-0059-2012-0003-0004
5	Informational Publications Disposition Authority Number DAA-0059-2012-0003-0005

## Records Schedule Items

Sequence Number	
1	<p><b>Grant Files</b></p> <p>Disposition Authority Number      <b>DAA-0059-2012-0003-0001</b></p> <p><b>Office copies of records created and/or acquired in the course of developing, implementing and monitoring educational exchange programs. Records are largely electronic, including e-mail, word processing and pdf documents, and spreadsheets. Document types include copies of budgets, press releases, publicity material, applications, applicant information, finalist and selectee lists, material provided to/from selection committees, and travel information. Official grant files are located in the ECA Executive Office.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at end of fiscal year</b></p> <p>Retention Period                      <b>Destroy/delete 3 years after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Reference and Background Files</b></p> <p>Disposition Authority Number      <b>DAA-0059-2012-0003-0002</b></p> <p><b>Correspondence, memoranda, research files and other material needed for development of future programs, responding to official inquiries, and other program requirements</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p>

3	<p>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></p> <p>Disposition Instruction</p> <p>Retention Period <b>Destroy/delete when no longer needed for business use</b></p> <p>Additional Information</p> <p>GAO Approval <b>Not Required</b></p> <p><b>Education USA Website</b> Online presence supporting approximately 400 Educational Advising Centers (EACs) at embassies, consulates, and non-USG host institutions EACs provide information about educational opportunities in the U S , varying degrees of service (reference material, computer access, events, briefings, etc ) and guidance for foreign nationals on qualifications and the application process for study in the U S Portions of the website are aimed at U S students interested in international study, and at American colleges and universities interested in hosting international students</p>
3 1	<p><b>Web Content</b></p> <p>Disposition Authority Number <b>DAA-0059-2012-0003-0003</b></p> <p><b>Program descriptions, FAQs, location and resources of the EACs, listing of events and other background material</b></p> <p>Final Disposition <b>Temporary</b></p> <p>Item Status <b>Active</b></p> <p>Is this item media neutral? <b>Yes</b></p> <p>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></p> <p>Disposition Instruction</p> <p>Retention Period <b>Delete when information is updated or superseded</b></p> <p>Additional Information</p> <p>GAO Approval <b>Not Required</b></p>
4	<p><b>Annual Statistical Publication (currently Global Guide)</b></p> <p>Disposition Authority Number <b>DAA-0059-2012-0003-0004</b></p> <p><b>Annual compilation produced since 2010, which includes a summary of program activities and statistics related to program use</b></p>

Final Disposition	<b>Permanent</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>Yes</b>
Do any of the records covered by this item exist as structured electronic data?	<b>No</b>
<b>Disposition Instruction</b>	
Transfer to the National Archives for Accessioning	<b>Transfer paper records to the National Archives in 5 year blocks when the most recent records are 25 years old Transfer electronic records to the National Archives when 5 years old</b>
<b>Additional Information</b>	
First year of records accumulation	<b>2010</b>
What will be the date span of the initial transfer of records to the National Archives?	<b>Unknown However, compilation begin in 2010 to present</b>
How frequently will your agency transfer these records to the National Archives?	<b>Unknown However it has been indicated that paper transfer every 25 years and electronic every 5 years</b>
<b>Informational Publications</b>	
Disposition Authority Number	<b>DAA-0059-2012-0003-0005</b>
<b>Publications consisting of compilations of information related to study in the United States Current examples include "If You Want to Study in the United States," and "5 Steps to Study Abroad "</b>	
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>
<b>Disposition Instruction</b>	

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Retention Period	Destroy when superseded or obsolete
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
04/09/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/17/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
04/25/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
04/26/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
08/19/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist