

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Department of State	
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs	
3. MINOR SUBDIVISION Deputy Assistant Secretary for Academic Programs	
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511

LEAVE BLANK (NARA use only)	
JOB NUMBER 21-59-05-2	
DATE RECEIVED 10/22/04	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 1/19/05	ARCHIVIST OF THE UNITED STATES Allen Weinstein

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 2 page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE March 18, 2005	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Departments Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See Attached			

(4/18/05)
Copies sent to Agency, NWMD, NWMF, NWMG, NWCTO

**DEPUTY ASSISTANT SECRETARY FOR
ACADEMIC PROGRAMS (ECA/A)**

1. Subject Files.

Arranged by subject. Reports containing information relating to the activities of the Deputy Assistant Secretary in directing and carrying out the functions and responsibilities for the Academic programs. Includes correspondence, telegrams, memoranda, letters, policy files, reports, and related materials. Break files annually.

DISPOSITION: PERMANENT. Cut off annually. Transfer to Department's Records Service Center (RSC) three years after cutoff for transfer to a records storage facility. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

2. Program Files.

Arranged by academic program. Files containing information relating to the activities, functions, duties, and responsibilities of the Executive staff. Includes reports, correspondence, memoranda, telegrams, project records, policy files, and other material related to Academic Exchange Programs. Break files annually.

DISPOSITION: PERMANENT. Cut off when grant ends or is renewed. Transfer to RSC three years after cutoff for transfer to a records storage facility. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

3. Schedule of Daily Activities.

Calendars, appointment books, schedules, logs, dairies, and other records documenting the daily activities of the Deputy Assistant Secretary and assistants in an official capacity, created and maintained in hard copy or electronic form. Materials determined to be "personal records" are not covered by this item.

DISPOSITION: Temporary. Destroy or delete when no longer needed for convenience of reference.

4. Electronic Mail and Word Processing Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the 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 are 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 used only to produce the recordkeeping copy.

DISPOSITION: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

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

DISPOSITION: TEMPORARY. Delete when dissemination, revision, or updating is completed.