

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>DO NOT WRITE IN THESE SPACES - LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-59-05-3</b>	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED <b>10/22/04</b>	
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of the Academic Exchange Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE <b>5/9/05</b>	ARCHIVIST OF THE UNITED STATES <i>Alba Weinstein</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 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 Department 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 GRS OR SUPERSEDED JOB CITATION	10.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)*  
*SA copies sent to Agency, NWMD, NWSM, NWCOT*

**OFFICE OF THE ACADEMIC EXCHANGE  
PROGRAMS (ECA/A/E)**

**Office of the Director**

**1. Subject/Project Files.**

Contain information relating to the activities, functions, duties, and responsibilities of high-level Bureau officials. Includes reports, correspondence, memoranda, telegrams, e-mails, and other material related to the Academic Exchange Programs.

**DISPOSITION: PERMANENT.** Break file annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

**2. Program Files.**

Arranged by country. Contain minutes of staff meetings, reports, memoranda, and correspondence relating to the development of policy and to binational educational exchange commissions.

**DISPOSITION: PERMANENT.** Break file annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

**Program Branches**

**3. General Country Files.**

Arranged by country. Correspondence, reports, memorandums, evaluations, agreements, proposals, telegrams, and other material relating to overall policymaking and coordination relating and to the coordination and carrying out of academic programs carried out by various branches.

**DISPOSITION: PERMANENT.** Break file annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

4. **American and Foreign Grantee Files.**

Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data, and related correspondence.

DISPOSITION: **TEMPORARY.** Cut off on termination of grant. Retire to RSC one year after termination of grant. Destroy five years after termination of grant

5. **Grant Administrative Files.**

Contain grantee program reports, budgets, and correspondence relating to grant program administration. Break file annually.

DISPOSITION: **TEMPORARY.** Destroy when two years old. (GRS 3, Item 14)

6. **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.