

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-59-05-4</i>	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED <i>10/22/04</i>	
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Deputy Assistant Secretary for Professional and Cultural Exchanges		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE <i>5/16/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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 GRS OR SUPERSEDED JOB CITATION	10.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, NWM, NWA, NWW, NWC etc

**DEPUTY ASSISTANT SECRETARY FOR PROFESSIONAL AND
CULTURAL EXCHANGES (ECA/PE)**

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 Cultural Exchange programs. Includes correspondence, telegrams, memoranda, letters, policy files, reports, and related materials. Break files annually.

DISPOSITION: PERMANENT. 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. (new item)

2. 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.

3. 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.