

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	NI-59-05-6
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	10/22/04
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION J. William Fulbright Foreign Scholarship Board (ECA/FFSB)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES
		7/12/05	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 3 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 GRS OR SUPERSEDED JOB CITATION	10.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 7/18/05 copies sent to Agency, NWMD, NWMW, NWCTC

**J. WILLIAM FULBRIGHT
FOREIGN SCHOLARSHIP BOARD (ECA/FFSB)**

The Fulbright Program provides grants for Graduate Students, Scholars, Professionals, Teachers and Administrators.

1. Meeting and Background Files of the Board and Its Executive Planning Committee.

Briefing packages for each meeting with agendas and related material; minutes of the meetings including transcripts; correspondence, memorandums, and other materials documenting activities of the Board; and reports of the Board.

DISPOSITION: **PERMANENT.** Break file annually. Transfer to RSC when 3-years old for transfer to a records storage facility. Transfer to the National Archives in 5-year blocks when 25-years old.

2. Membership Files. Correspondence and other records concerning members and former members of the board.

Records that include significant activities and achievements and reports of Board members, past and present.

DISPOSITION: **PERMANENT.** Break file annually. Transfer file to RSC one year after termination of appointment or when volume warrants for transfer to a records storage facility. Transfer to the National Archives when 25 years old.

3. Reports to Congress. Annual reports from BFS to Congress.

Record copy of report and supporting documentation.

DISPOSITION: **PERMANENT.** Remove and destroy all administrative documents (requests for copies, distribution lists, transmittal lists, acknowledgments of receipt, etc.) when 2-years old. Transfer to RSC when 3- years old for transfer to a records storage facility. Transfer to National Archives in 5 year blocks when latest records are 25-years old.

4. Academic Exchange Program Proposals.

Annual program proposals submitted by Foundation Commissions and by other Fulbright exchange programs, includes analysis of the proposals. (Record copies are maintained by the Office of Academic Programs)

DISPOSITION: **TEMPORARY.** Destroy when 3 years old or when no longer needed; whichever is sooner.

5. **Foundation/Commission Treaties.**

Copies of agreements between the United States relating to academic exchange programs. (Record copies are maintained by the Office of Treaty Affairs)

DISPOSITION: **TEMPORARY.** Destroy upon termination of treaty or when no longer needed; whichever is sooner.

6. **Subject and Country Files.**

Reports, correspondence, telegrams, memorandums, plans, proposals, minutes of meetings, reports, and other documentation. Records relate to the operation of academic exchange programs with specific countries, cooperating agencies, specific institutions and organizations that assist the BFS and are contracted by the Agency to supervise the day-to-day activities of exchange programs, cooperation with other offices in the Department of State, other U.S. Government agencies, other organizations, and other related activities.

DISPOSITION: **PERMANENT.** Break file as needed. Transfer file to RSC for transfer to a records storage facility. Transfer to the National Archives when 25 years old.

7. **Reports Files.**

Reports of Foundation/Commissions, cooperating Agencies and evaluations thereof. Annual reports submitted by Foundation, Commissions, and Cooperating Agencies.

DISPOSITION: **PERMANENT.** Break file annually. Transfer to RSC when 3-years old for transfer to a records storage facility. Transfer to the National Archives in 5-year blocks when 25-years old.

8. Binational Foundation/Commission Personnel Files.

Correspondence with applicants for the positions with the Binational Commissions (non-U.S. Government personnel).

- a. Unsuccessful applicants. Break file annually.

DISPOSITION: TEMPORARY. Destroy when 2 years old.

- b. Successful applicants. Break file annually

DISPOSITION: TEMPORARY. Maintain in BFS. Destroy one year after termination of appointment.

9. 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.