

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		NUMBER <i>NI-059-05-13</i>	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED <i>4/26/05</i>	
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION Office of the Executive Director (ECA-IIP/EX)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>12/21/05</i>	ARCHIVIST OF THE UNITED STATES <i>Mr. Wamster</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 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached pages.		

115-109  
*(10/25/05)*

NSN 7540-00-634-4064  
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228

*At 12/14/05 copies sent to Agent, New...*

Office of the Executive Director (ECA-IIP/EX)

~~1. Accountable Officer File – Original or ribbon copy of accountable officers' accounts maintained in the Agency for site audit by GAO auditors. Consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement vouchers, and all other schedules or vouchers, exclusive of freight records and payroll records.~~

~~Disposition. TEMPORARY. Break file at end of fiscal year. Destroy six years and three months after period covered by account. (GRS 6 item 1(a))~~

~~2. Budget Estimate/Justification Files – Copies of budget estimates and justifications which have been prepared or consolidated in the central budget office of DoS or at the Bureau level. Included are appropriation language sheets, narrative statements, and related schedules and data.~~

~~Disposition. TEMPORARY. Break file at end of fiscal year. Transfer to WNRC when three years old. WNRC will destroy when six year old (N1-306-88-4, item 6)~~

~~3. Working papers/background material. Cost statements and rough data accumulated in the preparation of annual budget estimate, including duplicates of paper describe in item 570.4C; and originating offices' copies of reports submitted to budget offices.~~

~~Disposition. TEMPORARY. Break file at end of fiscal year. Destroy records two years after close of the fiscal year. (GRS 5, item 2)~~

~~4. Budget Correspondence File – Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.~~

~~Disposition. TEMPORARY. Break file at end of fiscal year. Destroy records when two years old. (GRS 5, item 1)~~

~~5. Budget Reports File – Periodic reports on the status of appropriation accounts and apportionment:~~

~~a. End of fiscal year annual report~~

~~Disposition. TEMPORARY. These records can be destroyed when five years old. (GRS 5, item 3(a))~~

~~b. All other reports~~

~~Disposition. TEMPORARY. These records can be destroyed three years after the end of the fiscal years. (GRS 5, item 3(b))~~

~~6. Budget Apportionment File – Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.~~

~~Disposition. TEMPORARY. Cut off at end of fiscal year. Destroy 2 years after cut off. (GRS 5, item 4)~~

~~7. See Chapter 3 of the DoS records Disposition Schedule (Common Items) for disposition of General Procurement Files.~~

~~8. Personnel Office Records~~

~~a. Correspondence and Subject Files of Operating Personnel Offices~~

~~Files relating to the general administration and operation of personnel functions including college programs, selective placement (handicapped, veterans, and ex-offenders) programs, special career (Summer Aid, Intergovernmental Affairs Fellowship, Stay In School, etc.) programs, examinations, paid recruitment program, merit promotion, employee safety program and other not specifically described elsewhere in this schedule, excluding those at Agency Staff Planning Level.~~

~~Disposition. TEMPORARY. Break annually. Destroy three years after break. (GRS 1, item 3)~~

~~b. Duplicate Personnel Files. Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position authorization, pending actions; copies of positions descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.~~

~~Disposition. TEMPORARY. Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer. (GRS 1, item 18a)~~

9. Grant Program Management Files – Contain copies of grant forms, grantee program reports, justifications, budget, payment records, and correspondence relating to grants program administration. File also includes telegrams, memorandums, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals.

Disposition. TEMPORARY. Retire to RSC at end of fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.

10. New Grant Program Administrative Files. This item covers administrative records relating to the solicitation, review, and award process for institutional grants and cooperative agreements administered by ECA. Records include requests for grant

proposals, approved solicitation, approved concurrence memorandums, internal approval documentation, and related material.

Disposition. TEMPORARY. Retire to RSC at end of fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.

#### 11. Electronic Mail and Word Processing System 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 is 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 that are used only to produce the recordkeeping copy.

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

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

Disposition. TEMPORARY. Delete when updating, revision, or dissemination is completed.