

REQUEST FOR RECORD DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		NUMBER <i>NI-059-06-1</i>	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED <i>10/6/05</i>	
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Policy and Evaluation (ECA/P/V)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>5/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Washington</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 <i>9/12/2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> <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 GRS OR SUPERSEDED JOB CITATION	10.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 page.		

BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS

Office of Policy and Evaluation (ECA/P/V)

Office of the Director

1. Program Policy Files

Arranged by subject. Reports containing information relating to the policy and evaluation responsibilities of the Office. 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. Transfer to WNRC when ten years old. Transfer to the National Archives twenty-five years after cutoff in five-year blocks. (new item)

2. Administrative Files

Arranged chronologically. Files containing information relating to the activities, functions, duties, and responsibilities of the Office staff. Includes reports, correspondence, memoranda, telegrams, project records, policy files, and other material related to Policy and Evaluation. Break files annually.

DISPOSITION: TEMPORARY: Transfer to RSC when one year old or inactive. Destroy when five years old. (new item)

3. Alumni Database

Database of persons who have participated in a program fully or partially funded by the Bureau of Educational and Cultural Affairs (ECA) or predecessor organizations since 1970 for the purpose of coordinating or arranging alumni activities around the world. Records potentially include the following information: name, sex birth date, death date, citizenship, home and business addresses, personal contact information about U.S. cities or states visited as part of a program.

DISPOSITION: TEMPORARY: Destroy records no later 75 years after birth date or earlier, if appropriate.

4. Alumni Program Files

Files are organized by ECA component. Contain information on the programs managed by the organization. Describe purpose and aims of the program. Files include correspondence, telegrams, memoranda, reports, project proposals, and related materials.

DISPOSITION: PERMANENT: Transfer to RSC when program changes or ceases. Transfer to National Archives when 25 years old.

5. Project Evaluations

Evaluations are formal reports prepared by an evaluation officer and are published. The evaluations assess the value of the project, document results and achievements, and determine if the project is successful as planned. Files include an evaluation summary, executive summary, and final report.

DISPOSITION: PERMANENT: Retire completed evaluations and documentation to RSC one year after completion. Transfer to National Archives when 25 years old.

6. 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 a recordkeeping copy of the records covered by the 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.