

<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		JOB NUMBER <i>NI-059-06-2</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		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION Office of Exchange Coordination and Designation (ECA/EC)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>Alice S. Ritchie</i>	5. TELEPHONE (202) 261-8511	DATE <i>5/12/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warrenton</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> Margaret G. Peppe	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 GRS OR SUPERSEDED JOB CITATION	10.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.		

*21 5/24/06 copies sent to Agency, NAMU, NW etc*

**BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS**  
**Exchange Coordination Division**

**1. Participating Organization Files – Academic and Scientific Organizations.**

Academic Participants Files. Files contain agreements with Academic and Scientific research organizations, follow-up documents, audit records, annual reports, and reports of findings. These documents provide information on the financial and accreditation status of the organizations.

DISPOSITION: TEMPORARY. Destroy three years after organization leaves the Exchange program.

**2. Participating Organization Files – Private Sector.**

Private Sector Participants Files. Files contain agreements with Private Sector organizations, follow-up documents, audit records, annual reports, and reports of findings. These also contain incorporation and financial information.

DISPOSITION: TEMPORARY. Destroy three years after organization leaves the Exchange program.

**3. Denied Organization Files.**

Files maintained on organizations that have been denied participation in program. Includes application and documents produced to identify denial.

DISPOSITION: TEMPORARY. Destroy three years after denial of participation.

**4. Policy Files.**

Policy file contains documents that provide policy guidance for the program. Records include telegrams, program rules, Federal Register notices, background information, policy directives, correspondence, memorandums, and related regulatory and policy records.

DISPOSITION: TEMPORARY. Destroy five years after policy change.

**5. Chronological Files.**

Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division, or other method, and used as a general reading or reference file.

DISPOSITION: TEMPORARY. Destroy when purpose has been served, usually one year. (Supercedes NARA Job No. N1-306-89-9, Item 12)

**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 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.