

Request for Records Disposition Authority

(See Instructions on reverse)

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment) Department of State	
2 Major Subdivision Office of U S Speaker and Specialist Programs (IIP/S)	
3 Minor Subdivision	
4 Name of Person with whom to confer Cornelius Kelliher	5 Telephone (include area code) 202-261-8684

Leave Blank (NARA Use Only)

Job Number NI-59-09-11	
Date Received 4/15/09	
<p>Notification to Agency</p> <p>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10</p>	
Date 1 June 11	Archivist of the United States

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 4 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 has been requested

Signature of Agency Representative Tasha M Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 03-25-2009
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation pages		

March 16, 2011

**Bureau of International Information Programs
Office of U.S. Speaker and Specialist Programs (IIP/S)**

1 Central U S Speaker and Specialist Files

Description Files contain substantive information relating to the overall activities of the office director, division chiefs, program officers, and program coordinators in directing and carrying out the policy and program functions and responsibilities of the Office. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to the Office of U S Speakers and Specialists Arranged chronologically by subject and/or project Covers the period FY-2000 to present Privacy Act System of Records STATE-65 applies

Disposition PERMANENT Break files annually by fiscal year Retire when 3 years old to a records storage facility for eventual transfer to the National Archives in five-year blocks when twenty five years old

DispAuthNo New item

2 Individual U S Speaker and Specialist Files

Description Records related to individual grantees recruited as U S Speakers or Specialists to participate in lecture programs abroad with foreign audiences Records include project files both for individual grantees and for multiple grantees programmed together as a team Speaker programs that use the Internet or other electronic means as the communication medium, such as Web chats, Podcasts, and Digital Videoconferencing (DVC), are also included Records include biographic data sheets, grant awards, follow-up evaluation reports from posts and from grantee, and related correspondence U S. Speaker and Specialist paper files are filed by fiscal year and in alphabetical order by last name Covers the period FY-2000 to present. Privacy Act System of Records STATE-65 applies

Disposition TEMPORARY Break files annually by fiscal year Retire 3 years after cutoff to a records storage facility. Destroy/delete in five-year blocks when 50 years old

DispAuthNo New item

3 "Tracker" Database

Description. An unclassified automated database system that supports the U S Speakers or Specialist program. It contains records entered by program officers that are related to individual grantees programmed as U S Speakers and Specialists. The records include grant documents, budget information, travel information, correspondence, biographies, and evaluation data. While much of this information is duplicated in the paper files that program officers maintain on the individual Speaker programs for which they are responsible, these files and the data in tracker do not completely overlap. Since 2007 the database contains only U S Speaker and Specialist program information including financial and contact information, as well as Social Security and passport numbers of speakers. Prior to 2007 Tracker contained a substantial amount of information not related to the Speaker program including information on book translations/copyrights, credit card purchases, Information Resource Center support, print publications, and the Global Technology Corps Partnership Program. Tracker is unclassified, but does contain SBU material due to personal information on Speakers such as financial and contact information including social security and passport numbers. Data covers the period FY-1997 to present. Privacy Act System of Records STATE-65 applies.

a Electronic Files

(1) Biography Files

Description. Content is described above under the database description.

Disposition. TEMPORARY. Cut off on the last update date timestamp. Destroy/delete when 50 years old.

DispAuthNo. New Item

(2) All Other Files

Description. Content is described above under the database description except the Biography Files.

Disposition. TEMPORARY. Cut off at the end of the fiscal year when the project ends. Destroy/delete when 50 years old.

DispAuthNo. New Item

~~b Backup of files—An electronic copy of the master Tracker Database retained on daily incremental basis and updated weekly to full backups—Data is retained in case the database is damaged or inadvertently erased.~~

~~Disposition—Delete when the identical records have been captured in a subsequent backup file or when the identical records have been deleted.~~

~~DispAuthNo—GRS-20, item 8a.~~

~~e—Documentation~~

~~Description—Contains information associated with the Tracker database—The IT project documentation uses software products as repositories—A project notebook holds paper copies of the documentation—Software allows documents to be controlled, accessed, and published via Web pages, it also allows sharing by multiple users who have appropriate access—Documentation includes project plans, project schedules, status reports, test specifications, and technical support documents~~

~~Disposition—TEMPORARY—Destroy/delete upon authorized deletion of the related electronic records or upon destruction of the output of the system if the output is needed to protect the legal rights, whichever is later~~

~~DispAuthNo—GRS 20, item 11a (1)~~

~~4—Schedule of Daily Activities~~

~~Description—The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Office director, division chiefs, program officers, and program coordinators in an official capacity—These records consist of simple lists of dates, times, and name or place of appointments~~

~~Disposition—TEMPORARY—Destroy or delete when 2 years old or when no longer needed, whichever is longer~~

~~DispAuthNo—GRS—23, item 5a~~

~~5—Office Administrative Files~~

~~Description—Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation functions for which it exists—In general, these records relate to the day-to-day administration of the office—They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office~~

~~Disposition. TEMPORARY—Break file at end of fiscal year—Destroy these items when 2 years old or no longer needed, whichever is sooner~~

~~DispAuthNo—GRS—23, item 1~~

~~6 Duplicate Personnel Files~~

~~Description Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA IIP/EX/HR.~~

~~Disposition TEMPORARY Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when 1 year old, whichever is sooner~~

~~DispAuthNo GRS-1, item 18a~~

~~7. Working Papers and Background Material~~

FILING INSTRUCTION

~~Description Included are extra copies of communications and correspondence, publications of the department, other Federal agencies, newspaper clippings, reference materials, studies, notes, drafts interim reports and background data on Office programs, projects and initiatives~~

~~a Drafts recording necessary approval or changes and other essential documents~~

~~Disposition TEMPORARY Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed~~

~~DispAuthNo See 5 FAH-4 H-215~~

~~b Extra copies of communications and correspondence, publications of department and other Federal agencies, newspaper clippings, reference material and other non-essential documents~~

~~Disposition Nonrecord Destroy/delete the remainder of the file when projects or assignments are completed~~

~~DispAuthNo See 5 FAH-4 H-216~~

8 Chronological Files

Description Extra copies of communication, correspondence, and other documents arranged in order of occurrence either alphabetically or by another method, and used as a general reading and/or reference file.

Disposition TEMPORARY Destroy when objective has been served and/or when no longer needed (usually one year)

DispAuthNo New item

9—Word Processing Files

~~Description— Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.~~

~~Disposition— TEMPORARY— Delete from word processing system when no longer needed for updating or revision.~~

~~DispAuthNo— GRS-20, item 13~~

10—Electronic Mail Records

~~Description— Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.~~

~~Disposition— TEMPORARY— Delete from the e-mail system after copying to a recordkeeping system. NOTE— Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.~~

~~DispAuthNo— GRS-20, item 14~~