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

Bureau of Educational and Cultural Affairs

3 Minor Subdivision

Office of the Executive Director

4 Name of Person with whom to confer	5 Telephone (include area code)
Alice L. Murray	(202) 261-8339

Leave Blank (NARA Use Only)

Job Number

NI-059-09-29

Date Received

6/5/09

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date	Archivist of the United States
13 Ju 10	

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the diposition of its records and that the records proposed for disposal on the attached ___1___ page(s) are not now needed for the business of this agency or will note 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

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Tasha M. Thian	Agency Records Officer	4/15/09

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached schedule.		

Bureau of Educational and Cultural Affairs
Office of the Executive Director
Exchanges Statistical Management System (ESMS)
Records Disposition Schedule

1.   **Exchanges Statistical Management System**

Description: ESMS is an electronic information system that is designed to capture and aggregate statistical data on ECA exchange programs. ESMS data is used to support geographic budget planning and reports for DoS management, the Inter-agency Working Group (IAWG) on international exchanges and education and training, the Census Bureau, and Congress. For small programs, data is entered manually by ECA program offices. For larger programs (Academics, International Visitors, Cultural and Citizens Exchanges) data is transferred electronically via an annual automated data transfer program. ESMS records include data relating to funds per country; participants per country; employment types; fields of study; sources of funds; and strategic goals by funds and participants. Data spans the period 1996 to present.

Disposition: Temporary. Cut off at end of each fiscal year. Destroy when 15 years old or when no longer needed, whichever is later.

DispAuthNo: Pending.