

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <i>NI-059-09-29</i>	Date Received <i>6/5/09</i>
1 From (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Bureau of Educational and Cultural Affairs			
3 Minor Subdivision Office of the Executive Director		Date <i>13 July 10</i>	Archivist of the United States <i>[Signature]</i>
4 Name of Person with whom to confer Alice L. Murray	5 Telephone (include area code) (202) 261-8339		

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 1 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 <i>[Signature]</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <i>4/15/09</i>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 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.