

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

Leave Blank (NARA Use Only)	
Job Number NF 059-09-30	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 15 Oct 2010	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 2 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) 5/27/09
------------------------------------------------------	---------------------------------	------------------------------

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Exchange Coordination and Designation
Federal Exchanges Data System (FEDS)
Records Disposition Schedule**

1. Federal Exchanges Data System (FEDS)

The Federal Exchanges Data System (FEDS) enables the Interagency Working Group on U.S Government-Sponsored International Exchanges and Training Programs (IAWG) to collect, manage and report data to the President and Congress on international exchange and training programs sponsored by the Federal Government. The IAWG is currently comprised of members from over 60 Federal Departments and Agencies, including the Department of State and its overseas posts. The Office of Exchange Coordination within the Bureau of Educational and Cultural Affairs serves as the staff for the IAWG and manages FEDS. The Assistant Secretary of the Bureau of Educational and Cultural Affairs (ECA) serves as Chair of the IAWG.

1a. Federal Exchanges Data System (FEDS)

Description: a. Master File

FEDS collects data by fiscal year. Data includes an Inventory of Programs by Department or Agency, program descriptions, and other program-specific data; participant information by country/region and participant categories, though no personally identifiable information is included; funding information, including sources of funding by organization (private, foreign or federal); and programs linked by DOS/USAID strategic goals. Data spans the period 1998 to present.

Disposition: Permanent. Cut off at end of fiscal year. Pre-accession data to NARA in 5-year blocks beginning at the end of CY2010 (i.e., 1998-2002 and 2003-2007 block in 2012, 2008-2012 block in 2017, etc.) in a format that meets NARA transfer requirements for electronic records at the time of transfer. Transfer legal custody of data to National Archives 25 years after cutoff.

Restrictions: None

Volume: TBD

DispAuthNo: Pending (New)

~~**1b. Federal Exchanges Data System (FEDS)**~~

Description: b. Inputs

Member groups currently provide data to FEDS via remote data entry through an e-application to respond to the annual data call. Some respondents still send data via email for IAWG input. However, it is anticipated that in the future all data will be entered directly through a web portal, such as the current member website (www.iawg.org).

Disposition: Temporary. Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as a backup to, the master file or database, whichever is later.

DispAuthNo: GRS 20, item 2b

1c. Federal Exchanges Data System (FEDS)

Description: c. Outputs

Ad hoc and recurring reports.

Disposition: Destroy when no longer needed.

1d. Federal Exchanges Data System (FEDS)

Description: d. Documentation

Documentation includes Technical Specifications document, Instruction Guide, User Guides, Frequently Asked Questions documentation, DataModel diagram, and topology and connectivity diagrams.

Disposition: Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates.

DispAuthNo: GRS 20, item 11a(2)

1e. Federal Exchanges Data System (FEDS)

Description: e. Backups

Electronic record retained in case the master file or 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 transferred to NARA and successfully copied.

DispAuthNo: GRS 20, item 8