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 Academic Exchange Programs

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 **N/-059-09-3/**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 13 July 10

Archivist of the United States

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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 ___2___ 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	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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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		

1.   **Academic Exchange Information System (AEIS2)**

     AEIS2 is an electronic information system designed to track, monitor, and report on ECA-sponsored academic exchange grant activities and grantees. It contains information on individual grants and grantees. Participant and funding data includes grantee application information, participant biographic, and host information. Data spans the period 2003 to the present.

1a.   **Academic Exchange Information System (AEIS2)**

Description: **a. Master File**

     Content includes detailed information on (1) applicant (name, marital status, citizenship and birth countries, number of accompanying dependents, gender, date of birth, ethnicity, race, naturalization date, title, occupation, address, email, phone, and SEVIS ID); (2) application (grantee institution, grant category, grant country, grant start and end dates, co-op agency); (3) application waiver request (waiver basis, case number); and (4) grant (institution, amount, start and end dates, extension).

Disposition: Temporary. Cut off at end of fiscal year when grant terminates. Destroy/delete 25 years after cut off or when no longer needed, whichever is later.

DispAuthNo: Pending

1b.   **Academic Exchange Information System (AEIS2)**

Description: **b. Inputs**

     Electronic records entered into the system during an update process, and not required for audit and legal purposes.

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

DispAuthNo: GRS 20, item 2b

1c.   **Academic Exchange Information System (AEIS2)**

Description: **c. Outputs**

Ad hoc and recurring reports.

Disposition: Destroy when no longer needed.

DispAuthNo: Pending

1d.   **Academic Exchange Information System (AEIS2)**

Description: **d. Documentation**

Includes Project Plan, Project Schedule, System Requirements Document, and Technical Design Document.

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

DispAuthNo: GRS 20, item 11a(1)

1e.   **Academic Exchange Information System (AEIS2)**

Description: **e. Backups**

Production database backups – daily incremental and weekly full.

Disposition: Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

DispAuthNo: GRS 20, item 8b