

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 Citizen Exchanges	
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	N1-059-09-32
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 May 10	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
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Citizen Exchanges
EUREKA Database
Records Disposition Schedule**

1. EUREKA

EUREKA is an electronic information system designed to track participants, funding, itineraries, and organization information on all institutional grants and cooperative agreements with U.S. not-for-profit institutions for professional, cultural, and youth exchanges. Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, also known as the Fulbright-Hays Act. Participants may be U.S. citizens who are participating in an exchange program overseas, or non-citizens who are participating in an exchange program in the U.S. EUREKA includes data migrated from legacy systems (Culture Connect Envoys Workflow and its predecessor the American Cultural Specialist Database), and spans the period 1996 to present.

1a. EUREKA

Description: 1a. Master File

Information content includes detailed information on (1) the specific exchange project; (2) the not-for-profit organization sponsoring the project; and (3) the participants, including: participant name, program name, disability status, SEVIS ID Number, country of citizenship, gender, date of birth, place of birth, occupation, marital status, passport number, expiration date, and place of issue, Social Security Number, address, and contact information.

Disposition: Temporary. Cut off at end of fiscal year when grant/cooperative agreement ends. Destroy or delete when 75 years old.

DispAuthNo: Pending

~~**1b. EUREKA**~~

~~**Description: 1b. Inputs**~~

~~Electronic records entered into the system during an update process, and not required for audit or 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, or serve as backup to, a master file or database, whichever is later.~~

DispAuthNo: GRS 20, item 2b

1c. EUREKA

Description: 1c. Outputs

Standard and ad hoc reports used for management purposes, as well as data exports to other systems for support services.

Disposition: Temporary. Delete after recordkeeping copy is produced or when no longer needed for operational purposes, whichever is later.

DispAuthNo: Pending

~~**1d. EUREKA**~~

~~**Description: 1d. Documentation**~~

~~Includes data system specifications and user guides.~~

~~**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. EUREKA

Description: 1e. Backups

~~Daily incremental and full weekly production database backups.~~

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

DispAuthNo: GRS 20, item 8b