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 International Visitors	

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-059-09-33

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request, including amendments, is approved except for items that may be marked "disposition not - approved" or "withdrawn" in column 10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
2-Sept 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 ___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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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.		

Bureau of Educational and Cultural Affairs
Office of International Visitors

1.   **Exchange Visitor Database-Enhanced (EVDBe)**

EVDBe tracks all International Visitor (IV) projects and participants, program costs by project, and participant itineraries in support of the International Visitor Leadership Program (IVLP) which each year brings over 4,000 foreign nationals from around the world, who are current or potential leaders in government, politics, the media, education, the arts, business, etc., to meet and confer with their professional counterparts and experience the U.S. firsthand. Participants may be either fully or partially funded by the Office of International Visitors, which works in concert with a broad range of private, not-for-profit organizations under cooperative agreements with the Department of State. EVDBe supports nominations, assignments to program agencies, and collaboration with program agencies and volunteer groups on project design and production of program books. It contains budget and program data from 1996 to present.

1a.   **Exchange Visitor Database-Enhanced (EVDBe)**

Description: a. Master File

Content includes detailed information on (1) the specific IVLP project, including program itinerary and substantive content; (2) the not-for-profit organization administering the project; (3) the volunteer groups assisting with the project; (4) project funding; and (5) the participants, including: participant name, country of citizenship, gender, date of birth, place of birth, occupation, marital status, SEVIS ID number, address and contact information.

Disposition: Temporary. Cut off at end of fiscal year in which project ends. Destroy or delete when 75 years old.

DispAuthNo: Pending (New)

1b.   **Exchange Visitor Database-Enhanced (EVDBe)**

Description: b. 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.   **Exchange Visitor Database-Enhanced (EVDBe)**

Description: c. Outputs

Outputs include summary and detailed reports. Data is also made available to the secured internet IV Programs and Online Resource Directory websites.

Disposition: Temporary. Destroy when 5 years old or when no longer needed, whichever is sooner.

DispAuthNo: Pending (New)

1d.   **Exchange Visitor Database-Enhanced (EVDBe)**

Description: d. Documentation

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

Disposition: Temporary. 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.   **Exchange Visitor Database-Enhanced (EVDBe)**

Description: e. Backups

Production database backups – daily incremental and full weekly.

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

DispAuthNo: GRS 20, item 8b

06/23/2010