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

NI-059-09-34

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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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 ___3___ 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 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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
Exchange Visitor Information System (EVIS)
Records Disposition Schedule

1.   **Exchange Visitor Information System (EVIS), 1986-2003**

EVIS contains participant and program data on 1,200 completed Academic, Government, and Private Sector exchange visitor programs and over 2 million exchange visits that required J-1 visas for their participants. Data spans the period 1986 through 2003. These data are used to respond to legal, Congressional and program data inquiries for J-1 Visa Program activity for the period 1986 through 2003. This is a static system with no updates to the data. Beginning in 2004, data collection responsibility for this activity was transferred to the Department of Homeland Security (Student and Exchange Visitor Information System).

1a.   **Exchange Visitor Information System (EVIS), 1986-2003**

Description: **1a. Master File**

Contains information on participants and funding for all ECA-funded citizen exchange projects for the period 1986-2003. Data is arranged by participant and fiscal year. Information content includes detailed information on the (1) program (sponsor name and address, status, designation date and history, complaint counts, waiver counts); (2) participant/visitor (name, date of birth, address, citizenship and residency countries, number of accompanying dependents); (3) exchange visit (begin and end dates, funding amounts by category, INS entry and departure dates; and (4) IAP-66/DS-2019 form sent to sponsor organization (number, voided indicator, subject batch tracking number, date batch sent to program sponsor).

Disposition: Temporary. Destroy or delete when 75 years old.

DispAuthNo: Pending

1b.   **Exchange Visitor Information System (EVIS), 1986-2003**

Description: **1b. Outputs**

Standard and ad hoc reports used to respond to queries.

Disposition: Temporary. Destroy/delete when no longer needed for operational purposes.

DispAuthNo: Pending

~~1c.   Exchange Visitor Information System (EVIS), 1986-2003~~

~~**Description: 1c. Documentation**~~

~~Includes system code, help files, user manual, background information, etc., in electronic format stored in project folders and on a CD.~~

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

~~**DispAuthNo:** GRS 20, item 11a(1)~~

~~1d.   Exchange Visitor Information System (EVIS), 1986-2003~~

~~**Description: 1d. Backup Files**~~

~~Incremental daily and full weekly backups retained in case the master file or database is damaged or inadvertently erased.~~

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

~~**DispAuthNo:** GRS 20, item 8b~~