

| | | | |
|---|------------------------------------|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO N1-306-86-2 | DATE RECEIVED 10-23-85 |
| 1 FROM (Agency or establishment) <u>United States Information Agency</u> | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 2 MAJOR SUBDIVISION <u>Associate Director for Educational and Cultural Affairs</u> | | | |
| 3 MINOR SUBDIVISION <u>Board of Foreign Scholarships</u> | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER <u>John E. Davenport</u> | 5 TELEPHONE EXT <u>485-7505</u> | DATE <u>9-8-86</u> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 6 CERTIFICATE OF AGENCY REPRESENTATIVE | | | |

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of eight 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

| | | |
|---------------------------|--|--|
| B DATE <u>10/22/85</u> | C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | D TITLE <u>Management Analyst Records Management Staff (MARS)</u> |
|---------------------------|--|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-----------|--|----------------------------------|---|
| | <p><u>UNITED STATES INFORMATION AGENCY</u> <u>BOARD OF FOREIGN SCHOLARSHIPS</u></p> <p>The Board of Foreign Scholarships (BFS) was established by Congress under the Fulbright Act of 1945 and reaffirmed by the Mutual Educational and Cultural Exchange Act of 1961. This Presidentially appointed Board oversees the program operations and selection of students, teachers, scholars, and individuals in the professions, who accept exchange grants to come to the United States or American citizens who go abroad for similar purposes. It consists of 12 members from various walks of life. Each is appointed to a 3 year term. The objective of the Board is "...to enable the Government of the United States to increase the mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange...to strengthen the ties which unite us with other nations...by...visits...of teachers, instructors...and leaders...in fields of specialized knowledge" (PL 87-256). The Board establishes policy guidelines for the program operations of the Binational Commissions, "Cooperating Agencies" and other assisting organizations.</p> | | <u>20 items</u> |

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 2 8 |
|--|--|--------------------------|--------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>Binational Commissions are established and active in 42 countries which have entered into executive agreement with the United States to conduct a program of educational exchange. They are composed of 8-14 members consisting of an equal number of U.S. citizens and those of the participating countries. They are known as U.S. Educational Foundations, Fulbright Commissions, Foundation Commissions or a variant thereof. Their purpose is to administer the educational exchange programs on an impartial and objective basis, to assure that grantees and educational institutions participating in the program are qualified to do so. In addition to the 42 Binational Commissions, the United States conducts educational exchange activities with nearly 80 other foreign countries.</p> <p>The Agency contracts two primary cooperating agencies to handle the day-to-day operations of its exchange programs:</p> <ol style="list-style-type: none"> 1. Institute of International Education (IIE) assists in the exchange of students. It handles day-to-day supervision of foreign student grantees in the U.S. and in preliminary review of American student candidates. It supervises the Hubert H. Humphrey North-South Fellowship Program which brings to the U.S. mid-career professionals from developing countries. 2. Council for International Exchange of Scholars (CIES) is affiliated with the American Council on Education. It is contracted by the Agency to assist in the exchange of lecturers and research scholars. It handles the preliminary selection of American lecturers and research scholars candidates and the day-to-day operations and administration of the exchange program. <p>Other assisting organizations, also funded in part by the Agency, conduct exchange activities similar to the organizations above, but for specific countries or geographic areas:</p> | | |

| Request for Records Disposition Authority – Continuation | | JOB NO | PAGE OF 3 8 |
|--|--|--------------------------|--------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <ol style="list-style-type: none"> 1. International Research and Exchange Board (IREX) of the American Council of Learned Societies, conducts exchange activities for the Soviet Union and other Eastern European countries. 2. Latin American Scholarship Programs of American Universities (LASPAU) and Tufts University, conducts exchange activities for the American Republics. 3. America-Mideast Educational and Training Services (AMIDEAST) conducts exchange activities for graduate students in Middle Eastern countries. 4. Committee on Scholarly Communication with the Peoples Republic of China, National Academy of Sciences, arranges for the exchange of American faculty and scholars with the Peoples Republic. 5. The Board also supervises the foreign area and language training program and selects all its participants. This program is administered and funded by the Department of Education. ✓ International Education Programs, Office of Postsecondary Education. <p>The final selection of <u>all</u> participants is made by the Board.</p> | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---------------|---|---|---------------------|
| 1. | <p><u>RECORDS OF THE BOARD OF FOREIGN SCHOLARSHIPS DISPOSITION SCHEDULE</u></p> <p><u>Agendas and Minutes of the Board and Its Executive Planning Committee.</u></p> <p><u>DISPOSITION:</u></p> <p>a. Record set. Permanent. Break file annually. Offer to the National Archives in 5 year blocks when twenty years old (e.g. offer 1970-74 block in 1995.)</p> <p>b. Reference set. Retain in BFS. Destroy when 5 years old.</p> <p><u>Volume on hand:</u> 30 cubic feet. <u>Annual accumulation:</u> 1.5 cubic feet.</p> | <p>DOS RMH item 191150B</p> <p>DOS RMH item 191150A</p> | |
| 2. | <p><u>Transcripts of the Board and Its Executive Planning Committee.</u></p> <p>Verbatim copies of Board meetings. Substantive discussions are summarized in the minutes of the corresponding meetings.</p> <p><u>DISPOSITION:</u></p> <p>Permanent. Break file annually. Offer to NARA in 5 year blocks when 20 years old (e.g. offer 1970-74 block in 1995).</p> | | |
| 3. | <p><u>Documents of the Board and Its Executive Planning Committee.</u></p> <p>Includes developmental information, general guidelines, mission and policy statements, policy and planning files, objectives of academic exchange programs and screening and selection procedures.</p> <p><u>DISPOSITION:</u></p> <p>a. Formal reports. Permanent. Break file annually. Offer to the National Archives in 5 year blocks when 20 years old (e.g. offer 1970-74 block in 1995.)</p> <p>b. General correspondence documenting major Board activity. Permanent. Break file annually. Offer to the National Archives in 5 year blocks when 20 years old (e.g. offer 1970-74 block in 1995.)</p> | <p>DOS RMH item 191151</p> | <i>see page 5</i> |

| Request for Records Disposition Authority – Continuation | | JOB NO | PAGE OF 5 8 |
|--|---|---------------------------|--------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>b. General correspondence documenting major Board activity. Permanent. Break file annually. Offer to the National Archives in 5 year blocks when 20 years old (e.g. offer 1970-74 block in 1995.)</p> <p>c. All other documents. Destroy when 5 years old or when no longer needed; whichever is sooner.</p> <p><u>Volume on hand:</u> 7 cubic feet. <u>Annual accumulation:</u> less than 1 cubic foot.</p> | | |
| 4. | <p><u>Membership Files.</u></p> <p>Correspondence and other records concerning members and former members of the Board.</p> <p><u>DISPOSITION:</u></p> <p>a. Records that include significant activities and achievements and reports of Board members, past and present. Permanent. Break file annually. Place in inactive file upon termination of appointment. Transfer to FRC one year after termination of appointment or when volume warrants. Offer to the National Archives 20 years after termination of appointment.</p> <p>b. All other documents. Place in inactive file upon termination of appointment. Destroy five years after termination of appointment.</p> <p><u>Volume on hand:</u> 12 cubic feet. <u>Annual accumulation:</u> less than 1 cubic foot.</p> | DOS RMH item 191154 | |
| 5. | <p><u>Reports to Congress.</u></p> <p>Annual reports from BFS to Congress.</p> <p><u>DISPOSITION:</u></p> | | |

| Request for Records Disposition Authority -- Continuation | | JOB NO | PAGE OF 6 8 |
|---|--|---------------------------|--------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| 6. | <p>a. Record copy of report and supporting documentation. <u>Permanent</u>. Remove and destroy all administrative files (requests for copies of report, distribution lists, transmittal lists, acknowledgments of receipt, etc.) when 2 years old. Offer to the National Archives in 10 year blocks when latest records are 20 years old (e.g. offer 1970-79 block in 2000.)</p> <p>b. Reference copies (of final report only). Retain in BFS.</p> <p><u>Volume on hand:</u> 11 cubic feet. <u>Annual accumulation:</u> less than 1 cubic foot.</p> <p><u>Academic Exchange Program Proposals.</u></p> <p>Annual program proposals submitted by Foundation Commissions and by other Fulbright exchange programs, includes analyses of the proposals. (Record copies are maintained by the Office of Academic Programs).</p> <p><u>DISPOSITION:</u></p> <p>Retain in BFS. Destroy when 3 years old or when no longer needed; whichever is sooner.</p> | DOS RMH item 191158 | |
| 7. | <p><u>Foundation/Commission Treaties.</u></p> <p>Copies of agreements between the United States et al relating to academic exchange programs. (Record copies are maintained by the Department of State).</p> <p><u>DISPOSITION:</u></p> <p>Retain in BFS. Destroy upon termination of treaty or when no longer needed; whichever is sooner.</p> | | |
| 8. | <p><u>Country Files.</u></p> <p>Essential policy reference material. Records relating to the operation of academic exchange programs for specific geographical areas, including organizations and policy procedures.</p> | | |

| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---------------|--|---------------------------|--------------------|
| 9. | <p><u>DISPOSITION:</u></p> <p>Permanent. Break file annually. Screen records annually to identify and segregate that material which will be necessary for continued working file applications. Transfer remainder of records to FRC when 5 years old. Offer to NARA in 5-year blocks when 20 years old (e.g. offer 1970-74 block in 1995).</p> <p><u>Cooperating Agencies' Files.</u></p> <p>Records pertaining to specific institutions and organizations that assist the BFS and are contracted by the Agency to supervise the day-to-day activities of exchange programs. Includes reports, correspondence and memos relating to policy and procedure guidelines, organizational structures, activities reports, plans and proposals (excluding annual reports).</p> <p><u>DISPOSITION:</u></p> <p>Permanent. Break file annually. Transfer to FRC when 5 years old. Offer to NARA in 5-year blocks when 20 years old (e.g. offer 1970-74 block in 1995).</p> | DOS RMH item 191157 | |
| 10. | <p><u>Reports Files.</u></p> <p>Reports of Foundation/Commissions, Cooperating Agencies and evaluations thereof (DOS RMH, item 191159). (Record copies are maintained by Office of Academic Programs)</p> <p><u>DISPOSITION:</u></p> <p>a. Annual reports submitted by Foundation Commissions and Cooperating Agencies. Break file annually. Destroy when 3 years old or when no longer needed; whichever is sooner.</p> <p>b. All other reports not described elsewhere in this schedule. Retain in BFS. Destroy when 5 years old or when no longer needed; whichever is sooner.</p> | DOS RMH item 191159 | |

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 8 8 |
|--|---|---------------------------|--------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| 11. | <p><u>Binational Foundation/Commission Personnel Files.</u></p> <p>Correspondence with applicants for the positions with the Binational Commissions (non U.S. Government personnel).</p> <p><u>DISPOSITION:</u></p> <p>a. Unsuccessful applicants. Break file annually. Destroy when 2 years old.</p> <p>b. Successful applicants. Break file annually. Maintain in BFS. Destroy one year after termination of appointment.</p> | DOS RMH item 191155 | |
| 12. | <p><u>Binational Foundation/Commission Minutes.</u></p> <p>Minutes of the meetings of the Binational Foundation/Commissions.</p> <p><u>DISPOSITION:</u></p> <p>Break file annually. Destroy when 3 years old or when no longer needed; whichever is sooner.</p> | | |
| 13. | <p><u>General Subject File.</u></p> <p>General correspondence with other offices in the U.S. Information Agency and with other offices in the U.S. Information Agency, other U.S. government agencies, other organizations, and other <u>routine</u> materials not elsewhere covered in this schedule.</p> <p><u>DISPOSITION:</u></p> <p>Destroy when three years old, or when no longer needed; whichever is sooner.</p> | DOS RMH item 191152 | |
| 14. | <p><u>Administrative Files.</u></p> <p>Chronological files, arrangements for meetings of the Board, travel authorizations, supply and reproduction services and other internal administrative matters.</p> <p><u>DISPOSITION:</u></p> <p>Destroy when 2 years old.</p> | GRS 23-1 | |