

Request for Records Disposition Authority

Records Schedule Number **DAA-0508-2017-0001**
Schedule Status **Approved**

Agency or Establishment **Vietnam Education Foundation**
Record Group / Scheduling Group **Records of Scholarship and Fellowship Granting Foundations**
Records Schedule applies to **Agency-wide**
Schedule Subject **Vietnam Education Foundation Request for Records Disposition**
Internal agency concurrences will be provided **No**

Background Information **The Vietnam Education Foundation (VEF) was established by Congress in 1999 with the purpose of providing educational exchange between the United States and Vietnam to improve bilateral relations. VEF is an independent agency of the Executive Branch. Funding for the Foundation comes from debt repayment from Vietnam to the United States. The Foundation has a Board of Directors and its daily operations are overseen by an Executive Director and a very small staff.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
17	8	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0508-2017-0001

Sequence Number	
1	Records of the Board of Directors
1.1	Records of the Board of Directors Disposition Authority Number: DAA-0508-2017-0001-0001
1.2	Biographies of Board Members Disposition Authority Number: DAA-0508-2017-0001-0002
2	Correspondence of the Executive Director Disposition Authority Number: DAA-0508-2017-0001-0003
3	Correspondence of the Country Director Disposition Authority Number: DAA-0508-2017-0001-0004
4	Publications - Master set of publications produced by the Foundation Disposition Authority Number: DAA-0508-2017-0001-0005
5	News Releases Disposition Authority Number: DAA-0508-2017-0001-0006
6	Video Recordings Disposition Authority Number: DAA-0508-2017-0001-0007
7	Still Photographs and Images
7.1	Digital Photographs of VEF Events and Outreach Disposition Authority Number: DAA-0508-2017-0001-0008
7.2	Routine Photographs Disposition Authority Number: DAA-0508-2017-0001-0009
8	Compliance Reports Disposition Authority Number: DAA-0508-2017-0001-0010
9	Application Files for Fellowship and Grant Awardees Disposition Authority Number: DAA-0508-2017-0001-0011
10	Application files for Fellowship and Grant Non-Awardees Disposition Authority Number: DAA-0508-2017-0001-0012
11	Fellowship Administrative Files Disposition Authority Number: DAA-0508-2017-0001-0013
12	Immigration Files for Vietnamese Fellows and Visiting Scholars Disposition Authority Number: DAA-0508-2017-0001-0014
13	Home Page of the Vietnam Education Foundation Disposition Authority Number: DAA-0508-2017-0001-0015
14	Historical Documents Disposition Authority Number: DAA-0508-2017-0001-0016
15	VEF Historical Records - Paper Documents

Disposition Authority Number: DAA-0508-2017-0001-0017

Records Schedule Items

Sequence Number	
1	<p>Records of the Board of Directors To include meeting minutes, policy statements, correspondence of the Board of Directors, and biographies of Board Members</p>
1.1	<p>Records of the Board of Directors</p> <p>Disposition Authority Number DAA-0508-2017-0001-0001</p> <p>Meeting minutes, policy statements and correspondence</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation All permanent records of the Board of Directors have been created electronically, often saved as PDF, or consist of email messages.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cutoff files at the end of the fiscal year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2003</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2018</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	4 MB	.3 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

Biographies of Board Members

Disposition Authority Number **DAA-0508-2017-0001-0002**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **All records are electronic.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Retention Period **Destroy 3 year(s) after cutoff or when no longer needed for business occurs, whichever is sooner**

Additional Information

GAO Approval **Not Required**

2

Correspondence of the Executive Director

Disposition Authority Number **DAA-0508-2017-0001-0003**

Correspondence with the Board of Directors, members of Congress, the White House, other government agencies, higher education institutions, and other educational organizations. Also included are fellowship and grant recommendations and awards, appointment of reviewers, and administration of VEF programs and events.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **All items are electronic.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff files at the end of the fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **2003**

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2018**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	4.7	.5
Paper		
Microform		
Hardcopy or Analog Special Media		

3

Correspondence of the Country Director

Disposition Authority Number **DAA-0508-2017-0001-0004**

Correspondence with the Board of Directors, the Executive Director, representatives of Vietnamese government and educational institutions and NGOs.

The records cover topics such as the development and policy of VEF programs, their administration, and events.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **All correspondence is electronic.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at end of fiscal year**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **2007**

End year of records accumulation **2016**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	8.7 MB	.9 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Publications - Master set of publications produced by the Foundation

Disposition Authority Number **DAA-0508-2017-0001-0005**

4

Publications include promotional pamphlets and booklets, reports based on site visits to Vietnamese universities, and accounts of the Fellows and Scholars.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation All publications are saved as PDFs.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 2003

What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2018

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.7 MB	.2
Paper		
Microform		
Hardcopy or Analog Special Media		

News Releases

Disposition Authority Number DAA-0508-2017-0001-0006

5

Files containing news releases issued by VEF. The files consist of master copies of all press statements or announcements issued by the Foundation that were prepared primarily for distribution to the news media regarding significant programs and events, including announcements of shifts in policy and changes in the makeup of the Board of Directors.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **They are all electronic in PDF format.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **2003**

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2018**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	32 MB	2 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
---	--	--

6

Video Recordings

Disposition Authority Number **DAA-0508-2017-0001-0007**

Video recordings created by VEF documenting Foundation-sponsored events, including sessions of the Annual Fellows and Scholars Conferences

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Saved on disk and on an external hard drive.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff files at the end of the fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **2003**

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2018**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	4.1 GB	1 GB
Paper		
Microform		

Hardcopy or Analog Special Media		
----------------------------------	--	--

7
7.1

Still Photographs and Images

Digital Photographs of VEF Events and Outreach

Disposition Authority Number **DAA-0508-2017-0001-0008**

Still photographs and images created, commissioned, or acquired by VEF documenting special events, formal speeches and presentation, conferences, and fellows and scholars participating in the annual conferences, the Pre-Departure Orientation in Vietnam, the Selection and Review visits to Vietnam, and other outreach events.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **All pictures are electronic, whether in JPEG or PDF**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Transfer to the National Archives for Accessioning **Transfer all picture files on hand, along with any related caption databases, assignment logs, or other finding aids, to the National Archives by the end of 2018. Transfer will be made in accordance with guidance provided in NARA Bulletin 2014-04 (Revised Format Guidance for the Transfer of Permanent Electronic Records), and any further NARA guidance in effect at the time of transfer.**

Additional Information

First year of records accumulation **2003**

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2018**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.78 GB	.2 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

7.2

Routine Photographs

Disposition Authority Number **DAA-0508-2017-0001-0009**

Still photographs that are (1) uncaptioned, (2) routine or internal events that do not warrant long-term retention, or (3) created for the purposed of selecting the best-quality images necessary to document the subject but no selected as a record copy under item 8.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Photographs are in JPEG or PDF format.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at end of fiscal year.**

Retention Period **Destroy immediately after no longer needed for Foundation business.**

Additional Information

GAO Approval **Not Required**

8

Compliance Reports

Disposition Authority Number **DAA-0508-2017-0001-0010**

Files of all compliance reports submitted by VEF. The files consist of reports to the Office of Management and Budget, the General Accounting Office, and other Federal agencies concerning VEF compliance with regulations mandated by those offices under various laws and regulation.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **All records are electronic, mostly in PDF format.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff files at the end of the fiscal year in which the report was submitted.**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

9

Application Files for Fellowship and Grant Awardees

Disposition Authority Number **DAA-0508-2017-0001-0011**

Application files, notes on evaluation, and final reports are all included. This information is primarily electronic and resides on the Online Management System (OMS) that was created by VEF. Applications were filled out, submitted, and are currently retained on the the OMS for all administrations of the Fellowship and Scholar competitions and contain material that is subject to the Privacy Act of 1974. Transcripts, GRE and TOEFL score reports, and letters of recommendation are uploaded by the applicant and are also subject to the Privacy Act.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **These files are in a relational database.**

10

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff files at the end of the fiscal year after completion of the Fellowship and Grant awards.**

Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Application files for Fellowship and Grant Non-Awardees

Disposition Authority Number **DAA-0508-2017-0001-0012**

This information is primarily electronic and resides on the Online Management System (OMS) that was created by VEF. Applications were filled out, submitted, and are currently retained on the the OMS for all administrations of the Fellowship and Scholar competitions and contain material that is subject to the Privacy Act of 1974. Transcripts, GRE and TOEFL score reports, and letters of recommendation are uploaded by the applicant and are also subject to the Privacy Act.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **All files are in a relational database.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff files at the end of the fiscal year.**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

11

Fellowship Administrative Files

Disposition Authority Number **DAA-0508-2017-0001-0013**

Files consist of general correspondence created to handle routine issues such as instructions on applying for a fellowship or grant, general letters to and from the public, correspondence with award recipients, memoranda, and confirmation letters.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Files are electronic: in email, Word, Excel, and PDF.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Retention Period **Destroy 3 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

12

Immigration Files for Vietnamese Fellows and Visiting Scholars

Disposition Authority Number **DAA-0508-2017-0001-0014**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Files are currently in paper.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at end of Fellowship or Grant tenure.**

Transfer to Inactive Storage **Immigration documents that could be requested by the Department of Homeland Security. These**

		documents contain Personally Identifiable Information protected by the Federal Family Educational Rights and Privacy Act (FERPA) and by the Health Information Privacy Protection ACT (HIPPA), including contact information, health information, university transcripts, immigration documents, Social Security numbers and other protected correspondence.
	Retention Period	Destroy 6 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
13	Home Page of the Vietnam Education Foundation	
	Disposition Authority Number	DAA-0508-2017-0001-0015
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Files are in html.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of the Foundation's mandate (December 2018)
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
14	Historical Documents	
	Disposition Authority Number	DAA-0508-2017-0001-0016
	These records deal with 1) the establishment of an office in Hanoi as an independent U.S. Federal Government agency very soon after the re-establishment of relations between Vietnam and the United States and 2) surveys taken by students, graduate students, instructors, and department chairs, Deans, and Rectors at Vietnamese institutions in regard to Vietnamese education. This	

information, although flawed in some ways, is quite unique because the education system in Vietnam is centralized and operated by MOET. It is very difficult to get access to individuals in the system and results are likely to be censored if controlled by MOET or other government agencies. This information may be sought by researchers in education, sociology, policy and political science, who would need to protect Personally Identifiable Information in the survey. Data exists in spreadsheets and in a relational database on the OMS. Also available are the notes made by prominent U.S. professors who visited the universities for face-to-face meetings with undergraduate students, graduate students, instructors, administrators, graduates, and employers.

Final Disposition **Permanent**
 Item Status **Active**
 Is this item media neutral? **No**
 Explanation of limitation **Files created electronically or exist in email; a small number have been scanned from paper so are now in PDF format.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff at end of fiscal year.**
 Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **2003**
 What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2018**
 How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	12 MB	1 MB
Paper		

Microform		
Hardcopy or Analog Special Media		

15

VEF Historical Records - Paper Documents

Disposition Authority Number **DAA-0508-2017-0001-0017**

Original paper documents that have been scanned and included with other Permanent Documents.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **These are paper documents that have been scanned to PDF.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Retention Period **Destroy immediately after Records Schedule approval**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/19/2016	Certify	Margaret Petrochenkov	Program Officer	Vietnam Education Foundation - Vietnam Education Foundation
04/18/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist