

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2019-0007

Status: APPROVED
Date Approved: 04/22/2026

General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Bureau of Educational and Cultural Affairs
Schedule Subject	Consolidated Schedule: Records of the Bureau of Educational and Cultural Affairs
Additional Schedule Information	<p>Flexible schedule which consolidates the records of State Department Bureau of Educational and Cultural Affairs. Crosswalk with additional detail is attached to the schedule.</p> <p>The Bureau of Educational and Cultural Affairs' (ECA) mission is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange that assist in the development of peaceful relations. This schedule covers records that document the major functions and activities of ECA, regardless of media, in executing its mission to build friendly, peaceful relations between the people of the United States and the people of other countries through academic, cultural, sports, and professional exchanges, as well as public-private partnerships. Flexible schedule which consolidates the records of the State Department, Office of the Chief of Protocol. Applies to records 2012 and forward, unless otherwise noted. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 12

Number of Temporary disposition items: 7

Number of Permanent disposition items: 5

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0059-2019-0007

Item #	Title	Disposition
0001	Program Records	Permanent
0002	Substantive Committee Records (Non-FACA Committee Records)	Permanent
0003	Publications	Permanent
0004	Country Import Restriction Requests	Permanent
0005	Outreach Records	Permanent
0006	Reference and Curriculum Materials	Temporary
0007	Program Participant Data	Temporary
0008	Participating Organization Files	Temporary
0009	Program Support Records	Temporary
0010	Exchange Program Sponsor Compliance Records -- Sponsors in Violation	Temporary
0011	Exchange Program Sponsor Compliance Records -- Sponsors in Compliance	Temporary
0012	Sanction Investigation Cases	Temporary

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Records Schedule Items

DAA-0059-2019-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Program Records	
Item Description	Records related to the policy making, coordination, and operation of academic exchange and alumni programs, information centers, cultural preservation, task forces, and projects worldwide, both domestically and overseas. These records include, but are not limited to correspondence, memoranda, cables, plans, proposals, participant data, program evaluations, reports of program activities and statistics, project records, funding information, organization and institution information (private, foreign, and federal), country information, and other related documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut-off at the end of the year, activity, or engagement.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:unknown ; Structured data formats:unknown	
Approximate first year of records covered by this authority	2012	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0059-2019-0007-0002	STATUS: Active
ITEM GENERAL INFORMATION	

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Item Title	Substantive Committee Records (Non-FACA Committee Records)
Item Description	Records documenting the establishment and formation of committees not subject to the Federal Advisory Committee Act and their significant actions and decisions. These records are related to the establishment or the committee, membership, committee hearings and meetings, findings and recommendations, records created by committee members, research, and advisory subcommittees.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff annually.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff.
ADDITIONAL INFORMATION	
Current Records Format	Textual data
Approximate first year of records covered by this authority	2012
End year of records covered by this authority	Still being created
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0059-2019-0007-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Publications
Item Description	Journals, periodicals, and other publications published by the Bureau
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff annually
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:500 MB
Approximate first year of records covered by this authority	2012
End year of records covered by this authority	Still being created
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0059-2019-0007-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Country Import Restriction Requests	
Item Description	Arranged by country. Contains requests received by ECA from other countries and referred to the Committee for review. All aspects of the review and investigation process and the preparation of Committee reports, photographs of typical artifacts, lists experts to identify artifacts, and correspondence and U.S. Customs documents implementing import restrictions are kept. Also, contains records of the Committee ongoing review of effectiveness of the import restrictions and reports to the President and the Congress.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	

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Cutoff Instructions	Other: Cutoff when restriction expires.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:unknown ; Digital still images:unknown ; Email:unknown
End year of records covered by this authority	Still being created
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0059-2019-0007-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Outreach Records	
Item Description	Final products that result from outreach activities to promote and amplify exchanges, people-to-people diplomacy, and educational and cultural programs. Records include but are not limited to visual images, audiovisual records, press releases, and posters.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut-off at the end of the year, campaign, or engagement.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Digital audio:Unknown ; Digital moving pictures:Unknown ; Digital still images:Unknown ; Computer aided design:Unknown ; Textual data:Unknown ; Web records:Unknown	
Approximate first year of records covered by this authority	2012	
End year of records covered by this authority	Still being created	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0059-2019-0007-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Reference and Curriculum Materials
Item Description	Pedagogical, literary, research, background compilations on exchange programs, extra copies, and other informative materials maintained for reference and development.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of calendar year.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2019-0007-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Program Participant Data
Item Description	Data used to track and monitor participants, grant activities and grantees such as biographic information and host information; 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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of fiscal year when grant/cooperative agreement/program ends or birthdate of alumni.
Retention Period	Other: Destroy or delete when 75 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2019-0007-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Participating Organization Files
Item Description	Records related to organizations that participate in exchange programs or apply to participate in exchange programs. Organization types include but are not limited to academic, research, scientific, non-profit, private sector organizations, as well as those organizations denied participation. These records include agreements, audit records, reports, follow-up documentation, and denial documents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when organization withdraws from the program or is denied participation.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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DAA-0059-2019-0007-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Program Support Records	
Item Description	Records that are necessary to carry out a program. Records include but are not limited to: the routine daily activities of Deputy Assistant Secretaries in carrying out the functions of the office, program development officer files, visual materials used for inclusion in annual program publications and reports such as photos, program analysis, program surveys, directives, regulatory information, evaluations, background information, cables, copies of Congressional correspondence, and copies of agreements between the United States and other countries relating to academic exchange programs.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff annually.	
Retention Period	Other: Destroy no sooner than 3 years and no later than 5 years after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0059-2019-0007-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Exchange Program Sponsor Compliance Records -- Sponsors in Violation	

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Item Description	These records date from January 2009. Records created during the review of an existing exchange program sponsor to determine that sponsor is in compliance with all rules, regulations, statues, and federal policies. Cases include the following types of records: Background material includes SOPs, board meeting minutes, exchange program training and orientation materials for visitors, the sponsor's financial information, marketing information, information on their business partners, reports from SEVIS II, and the requested documentation from sponsors on their individual participants to ensure they are maintaining the information in accordance with federal regulation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff after determination of case.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2019-0007-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Exchange Program Sponsor Compliance Records -- Sponsors in Compliance

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Item Description	These records date from January 2009. Records created during the review of an existing exchange program sponsor to determine that sponsor is in compliance with all rules, regulations, statues, and federal policies. Cases include the following types of records: Background material includes SOPs, board meeting minutes, exchange program training and orientation materials for visitors, the sponsor's financial information, marketing information, information on their business partners, reports from SEVIS II, and the requested documentation from sponsors on their individual participants to ensure they are maintaining the information in accordance with federal regulation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at close of case.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2019-0007-0012	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Sanction Investigation Cases
Item Description	These records date from January 2009. Records created during the investigation of a sponsor found to be in violation during compliance review. Case is closed when "final letter" communicating decision to sanction a sponsor from hosting exchange programs is sent to sponsor. Sanction can be permanent or lifted after a number of years.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off after action is taken.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/22/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.