

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0059-2011-0015**  
Schedule Status                **Approved**

Agency or Establishment        **Department of State**  
Record Group / Scheduling Group **General Records of the Department of State**  
Records Schedule applies to    **Major Subdivision**  
Major Subdivision                **Bureau of Educational and Cultural Affairs**  
Minor Subdivision                **Office of English Language Programs**  
Schedule Subject                 **Office of English Language Programs (ECA/A/L) Records**  
Internal agency concurrences will be provided    **No**

### Background Information

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>14</b>                         | <b>1</b>                              | <b>13</b>                             | <b>0</b>                              |

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2011-0015

| Sequence Number |  |
|-----------------|--|
| 1               | ENGLISH LANGUAGE MATERIALS DEVELOPMENT BRANCH (ECA/A/L/M)  |
| 1 1             | E-Journals<br>Disposition Authority Number DAA-0059-2011-0015-0006   |
| 1 2             | Field Research<br>Disposition Authority Number DAA-0059-2011-0015-0012   |
| 1 3             | English Teaching Forum (periodical)  |
| 1 3 1           | Record set<br>Disposition Authority Number DAA-0059-2011-0015-0004   |
| 1 3 2           | All other copies<br>Disposition Authority Number DAA-0059-2011-0015-0005   |
| 1 4             | Curriculum Materials   |
| 1 4 1           | Hard-copy and online materials<br>Disposition Authority Number DAA-0059-2011-0015-0007   |
| 1 4 2           | Audio-visual materials<br>Disposition Authority Number DAA-0059-2011-0015-0008   |
| 1 5             | Production and Distribution Files  |
| 1 5 1           | Printing and shipping orders, distribution documents, orders from posts, supply requisitions, galleys and portions of drafts<br>Disposition Authority Number DAA-0059-2011-0015-0009 |
| 1 5 2           | Planning files<br>Disposition Authority Number DAA-0059-2011-0015-0010   |
| 1 5 3           | Permission and license agreements<br>Disposition Authority Number DAA-0059-2011-0015-0011  |
| 1 6             | Social Media   |
| 1 6 1           | Webinars<br>Disposition Authority Number DAA-0059-2011-0015-0013   |
| 1 6 2           | Social Media Management and Operations Records<br>Disposition Authority Number DAA-0059-2011-0015-0014   |
| 2               | RECORDS COMMON TO THE ENGLISH LANGUAGE MATERIALS DEVELOPMENT BRANCH (ECA/A/L/M) and ENGLISH LANGUAGE PROGRAMS BRANCH (ECA/A/L/W)   |
| 2 1             | Program History File<br>Disposition Authority Number DAA-0059-2011-0015-0017   |
| 2 2             | American and Foreign Grantee Files   |
| 2 2 1           | Files not duplicated elsewhere in ECA or at Post   |

2 2 2

Disposition Authority Number DAA-0059-2011-0015-0015

Office copies

Disposition Authority Number DAA-0059-2011-0015-0016

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <b>ENGLISH LANGUAGE MATERIALS DEVELOPMENT BRANCH (ECA/A/L/M)</b>  |
| 1 1             | <b>E-Journals</b>   |
|                 | Disposition Authority Number <b>DAA-0059-2011-0015-0006</b>   |
|                 | <b>Online-only compilations of pedagogical materials, providing background information, lesson planning, activities, references and resources. Materials are grouped under two broad categories: Language and Civil Society and Language and Life Sciences.</b> |
|                 | Final Disposition <b>Temporary</b>  |
|                 | Item Status <b>Active</b>   |
|                 | Is this item media neutral? <b>Yes</b>  |
|                 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b>  |
|                 | Do any of the records covered by this item exist as structured electronic data? <b>No</b>   |
|                 | <b>Disposition Instruction</b>  |
|                 | Cutoff Instruction <b>Unknown</b>   |
|                 | Transfer to Inactive Storage <b>Unknown</b>   |
|                 | Retention Period <b>Delete when superseded or no longer needed for business purposes</b>  |
|                 | <b>Additional Information</b>   |
|                 | GAO Approval <b>Not Required</b>  |
| 1 2             | <b>Field Research</b>   |
|                 | Disposition Authority Number <b>DAA-0059-2011-0015-0012</b>   |
|                 | <b>Electronic and hard-copy files maintained for reference and development</b>  |
|                 | Final Disposition <b>Temporary</b>  |
|                 | Item Status <b>Active</b>   |
|                 | Is this item media neutral? <b>Yes</b>  |
|                 | Do any of the records covered by this item currently exist in   |

|       |   |   |
|-------|---|---|
|       | electronic format(s) other than e-mail and word processing?   |   |
|       | Do any of the records covered by this item exist as structured electronic data?   | No  |
|       | <b>Disposition Instruction</b>  |   |
|       | Cutoff Instruction  | Unknown   |
|       | Transfer to Inactive Storage  | Unknown   |
|       | Retention Period  | Destroy/delete when business purposes have been served  |
|       | <b>Additional Information</b>   |   |
|       | GAO Approval  | Not Required  |
| 1 3   | <b>English Teaching Forum (periodical)</b><br>Quarterly journal for teachers of English as a second or foreign language Begun in 1962, name changed to Forum in 1963 Available electronically beginning in 1993 A complete run in hard copy is maintained in the office |   |
| 1 3 1 | <b>Record set</b>   |   |
|       | Disposition Authority Number  | DAA-0059-2011-0015-0004   |
|       | <b>Official set of English Teaching Forum Record keeping copy is limited to paper for this item</b>   |   |
|       | Final Disposition   | Permanent   |
|       | Item Status   | Active  |
|       | Is this item media neutral?   | No  |
|       | Explanation of limitation   | Record keeping copy is limited to paper for this item   |
|       | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?   | No  |
|       | <b>Disposition Instruction</b>  |   |
|       | Cutoff Instruction  | Unknown   |
|       | Transfer to Inactive Storage  | Unknown   |
|       | Transfer to the National Archives for Accessioning  | Transfer one set of all available issues to the National Archives upon approval of this schedule Transfer future issues in 5-year blocks or upon accumulation of one cubic foot |
|       | <b>Additional Information</b>   |   |

|       |  |   |
|-------|--|---|
|       | First year of records accumulation   | 1962  |
|       | What will be the date span of the initial transfer of records to the National Archives?  | Unknown<br>Unknown  |
|       | How frequently will your agency transfer these records to the National Archives?   | Unknown<br>Unknown  |
| 1 3 2 | <b>All other copies</b>  |   |
|       | Disposition Authority Number   | DAA-0059-2011-0015-0005                                   |
|       | Final Disposition  | Temporary   |
|       | Item Status  | Active  |
|       | Is this item media neutral?  | Yes   |
|       | 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  |
|       | <b>Disposition Instruction</b>   |   |
|       | Cutoff Instruction   | Unknown   |
|       | Transfer to Inactive Storage   | Unknown   |
|       | Retention Period   | Destroy or delete when business purposes have been served |
|       | <b>Additional Information</b>  |   |
|       | GAO Approval   | Not Required  |
| 1 4   | <b>Curriculum Materials</b>  |   |
|       | Literary and other compilations for classroom use, edited for fluency level, background and pedagogical materials for instructors' use, posters and audiovisual materials Production ranges from titles produced in-house to those produced entirely under contract Sources are both public domain and copyright |   |
| 1 4 1 | <b>Hard-copy and online materials</b>  |   |
|       | Disposition Authority Number   | DAA-0059-2011-0015-0007                                   |
|       | Final Disposition  | Temporary   |
|       | Item Status  | Active  |

|       |   |   |
|-------|---|---|
|       | Is this item media neutral?   | Yes   |
|       | 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  |
|       | <b>Disposition Instruction</b>  |   |
|       | Cutoff Instruction  | Unknown   |
|       | Transfer to Inactive Storage  | Unknown   |
|       | Retention Period  | Destroy or delete when superseded or business purposes have been served |
|       | <b>Additional Information</b>   |   |
|       | GAO Approval  | Not Required  |
| 1 4 2 | <b>Audio-visual materials</b>   |   |
|       | Disposition Authority Number  | DAA-0059-2011-0015-0008   |
|       | Final Disposition   | Temporary   |
|       | Item Status   | Active  |
|       | Is this item media neutral?   | Yes   |
|       | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?           | No  |
|       | <b>Disposition Instruction</b>  |   |
|       | Cutoff Instruction  | Unknown   |
|       | Transfer to Inactive Storage  | Unknown   |
|       | Retention Period  | Destroy or delete when superseded or business purposes have been served |
|       | <b>Additional Information</b>   |   |
|       | GAO Approval  | Not Required  |
| 1 5   | <b>Production and Distribution Files</b>  |   |
| 1 5 1 | <b>Printing and shipping orders, distribution documents, orders from posts, supply requisitions, galleys and portions of drafts</b> |   |
|       | Disposition Authority Number  | DAA-0059-2011-0015-0009   |

|       |  |   |
|-------|--|---|
|       | Final Disposition  | Temporary   |
|       | Item Status  | Active  |
|       | Is this item media neutral?  | Yes   |
|       | 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   | Unknown   |
|       | Transfer to Inactive Storage   | Unknown   |
|       | Retention Period   | Destroy 1 year after completion of job, or when business purposes have been served, whichever is longer |
|       | Additional Information   |   |
|       | GAO Approval   | Not Required  |
| 1 5 2 | <b>Planning files</b>  |   |
|       | Disposition Authority Number   | DAA-0059-2011-0015-0010   |
|       | <b>Files that support the creation of marketing and publication material May include drafts, reference copies, and other research material</b> |   |
|       | Final Disposition  | Temporary   |
|       | Item Status  | Active  |
|       | Is this item media neutral?  | Yes   |
|       | 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   | Unknown   |
|       | Transfer to Inactive Storage   | Unknown   |
|       | Retention Period   | Destroy when 3 years old, or when business purposes have been served, whichever is longer               |
|       | Additional Information   |   |
|       | GAO Approval   | Not Required  |
| 1 5 3 | <b>Permission and license agreements</b>   |   |

Disposition Authority Number **DAA-0059-2011-0015-0011**  
**Permission and license agreements related to various ECA publications**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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 **Break files annually by fiscal year Retain in office until agreement has expired**

Transfer to Inactive Storage **Unknown**

Retention Period **Destroy one year after expiration of agreement, or when business purposes have been served, whichever is longer**

**Additional Information**

GAO Approval **Not Required**

1 6

**Social Media**

**ECA/A/L established an online site ('ning'), "Shaping the Way We Teach English," which is also the title of a hardcopy/video series of pedagogical materials Contents include interactive webinar series with related materials such as polls and quizzes, comments and responses from other participants and ECA staff, material posted independently by participants, and subsequent discussion threads**

1 6 1

**Webinars**

Disposition Authority Number **DAA-0059-2011-0015-0013**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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  | Cut off annually   |
|       | Transfer to Inactive Storage  | Unknown  |
|       | Retention Period  | Destroy/delete after 3 years or when no longer needed, whichever is later  |
|       | Additional Information  |  |
|       | GAO Approval  | Not Required   |
| 1 6 2 | <b>Social Media Management and Operations Records</b>   |  |
|       | Disposition Authority Number  | DAA-0059-2011-0015-0014  |
|       | <b>Documents created or received in the development, design, implementation, operations and maintenance of the site</b>                 |  |
|       | Final Disposition   | Temporary  |
|       | Item Status   | Active   |
|       | Is this item media neutral?   | Yes  |
|       | 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  | Unknown  |
|       | Transfer to Inactive Storage  | Unknown  |
|       | Retention Period  | Destroy/delete upon authorized deletion of the related social media content or when business purposes have been served |
|       | Additional Information  |  |
|       | GAO Approval  | Not Required   |
| 2     | <b>RECORDS COMMON TO THE ENGLISH LANGUAGE MATERIALS DEVELOPMENT BRANCH (ECA/A/L/M) and ENGLISH LANGUAGE PROGRAMS BRANCH (ECA/A/L/W)</b> |  |
| 2 1   | <b>Program History File</b>   |  |
|       | Disposition Authority Number  | DAA-0059-2011-0015-0017  |
|       | <b>Reports and other background material maintained for context, assistance to program participants, and ease of reference</b>          |  |

|       |   |  |
|-------|---|--|
|       | Final Disposition   | Temporary  |
|       | Item Status   | Active   |
|       | Is this item media neutral?   | Yes  |
|       | 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  | Unknown  |
|       | Transfer to Inactive Storage  | Unknown  |
|       | Retention Period  | Destroy/delete when superseded, obsolete or no longer needed for business purposes |
|       | Additional Information  |  |
|       | GAO Approval  | Not Required   |
| 2 2   | <b>American and Foreign Grantee Files</b>   |  |
|       | Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Records include grantees' application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data, and related correspondence |  |
| 2 2 1 | <b>Files not duplicated elsewhere in ECA or at Post</b>   |  |
|       | Disposition Authority Number  | DAA-0059-2011-0015-0015  |
|       | Final Disposition   | Temporary  |
|       | Item Status   | Active   |
|       | Is this item media neutral?   | Yes  |
|       | 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  | Unknown  |
|       | Transfer to Inactive Storage  | Unknown  |
|       | Retention Period  | Destroy/delete 10 years after termination of grant                                 |
|       | Additional Information  |  |
|       | GAO Approval  | Not Required   |

2 2 2

**Office copies**

Disposition Authority Number **DAA-0059-2011-0015-0016**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered **No**

by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?

**Disposition Instruction**

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Retention Period **Destroy/delete 3 years after termination of grant**

**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   |
|------------|------------------------|------------------|---|--|
| 07/26/2011 | Certify                | Tasha Thian      | Agency Records Officer                        | A/GIS - A/GIS/IPS/RA   |
| 12/12/2012 | Submit for Concurrence | Sean Curry       | Senior Records Analyst                        | National Archives and Records Administration - Agency Services                     |
| 12/19/2012 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program - Records Management Services                  |
| 12/19/2012 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 12/27/2012 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |