

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2012-0009**
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 Cultural and Educational Affairs**
Minor Subdivision **Office of International Visitors (ECA/PE/V)**
Schedule Subject **Records of the Office of International Visitors Program**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2012-0009

Sequence Number	
1	International Visitors Leadership Program – Project Files
1.1	Files not duplicated in the Exchange Visitor Database-Enhanced (EVDBe) Disposition Authority Number DAA-0059-2012-0009-0001
2	Special Initiative Programs
2.1	Files not duplicated in the Exchange Visitor Database-Enhanced (EVDBe) Disposition Authority Number DAA-0059-2012-0009-0003
3	Grants Officer Representative (GOR)/Cooperative Agreement Files Disposition Authority Number DAA-0059-2012-0009-0005

Records Schedule Items

Sequence Number	
1	<p>International Visitors Leadership Program – Project Files Records created/accumulated in the course of administering the program, which brings individuals identified as potential leaders in a variety of fields to the US to meet with professional counterparts and participate in programs relevant to their field of interest. American embassy staff select the individuals, PE/V provides full or partial funding. PE/V also designs the programs and handles logistics and administration, in concert with non-profit National Program Agencies and volunteer groups known collectively as Councils for International Visitors. Projects may be for individuals or groups, groups may be from one country or a region. The New York Program Branch (ECA/PE/V/C/N) develops that portion of the program for participants visiting New York City. Records are usually arranged alphabetically by country/region, with individual projects alphabetically thereunder. Files typically include participant names and financial allotment, proposed & final budgets, flight approvals, itineraries, program books for each stop (hotel, events, contact people, etc.), interpreter requests, interpreter reports and Post reports.</p>
1 1	<p>Files not duplicated in the Exchange Visitor Database-Enhanced (EVDBe)</p> <p>Disposition Authority Number DAA-0059-2012-0009-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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>Retention Period Destroy/delete when 75 years old</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Special Initiative Programs Records created/accumulated in developing and administering programs aimed at specific regions, socio-economic groups, professions (the Edward R. Murrow Program for Journalists, for example), or commemorating specific events.</p>

2 1 **Files not duplicated in the Exchange Visitor Database-Enhanced (EVDBe)**

Disposition Authority Number **DAA-0059-2012-0009-0003**

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

Retention Period **Destroy/delete when 75 years old**

Additional Information

GAO Approval **Not Required**

3 **Grants Officer Representative (GOR)/Cooperative Agreement Files**

Disposition Authority Number **DAA-0059-2012-0009-0005**

Office copies of administrative records relating to the solicitation, review, and award process for institutional grants and cooperative agreements administered by ECA. Records include requests for grant proposals, approved solicitation, approved concurrence memorandums, internal approval documentation, and related material

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

Retention Period **Destroy/delete 3 years after the close of the fiscal year involved**

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
07/09/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/17/2013	Submit for Concurrence	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
04/18/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/18/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/20/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist