

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER 11-59-05-1	DATE RECEIVED 10/22/04
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs			
3. MINOR SUBDIVISION Assistant Secretary			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 12/21/05	ARCHIVIST OF THE UNITED STATES Althea Warriner

6. 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 on the attached 24 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 9/1/2004	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Department Records Officer / A/RPS/IPS/PP
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See continuation pages.		

SA 12/14/05 office sent to Agency, NWMD, NARA, NARA, etc

**ASSISTANT SECRETARY
FOR
EDUCATIONAL AND CULTURAL AFFAIRS**

1. Subject Files.

Arranged chronologically by subject. Files containing information relating to the activities of the Assistant Secretary in directing and carrying out the functions, duties and responsibilities of the Bureau of Educational and Cultural Affairs. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to Educational and Cultural Exchange programs. Break files annually.

DISPOSITION: PERMANENT. Transfer to Department's Records Service Center (RSC) three years after cutoff. Transfer to WNRC when ten years old. Transfer to the National Archives twenty-five years after cutoff in five-year blocks. (N1-306-91-01, item 1)

2. Schedule of Daily Activities.

The records covered by this item include calendars, appointment books, schedules, logs, and other records documenting the daily activities of the Assistant Secretary and assistants in an official capacity. These records consist of simple lists of dates, times, and name or place of appointment.

DISPOSITION: TEMPORARY. Destroy or delete when no longer needed. (GRS 23, item 5(b))

3. Electronic Mail and Word Processing Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.

DISPOSITION: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.

DISPOSITION: TEMPORARY. Delete when dissemination, revision, or updating is completed.