

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-59-05-5</i>	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED <i>10/22/04</i>	
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Citizen Exchanges (ECA/PE/C)			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE <i>5/16/05</i>	ARCHIVIST OF THE UNITED STATES <i>Alta...</i>

**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 3 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 March 18, 2005	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Department Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 Attached		

## OFFICE OF CITIZEN EXCHANGES (ECA/PE/C)

### Office of the Director

#### 1. Subject Files.

Correspondence, memorandums, reports, telegrams, and other material relating to the activities of the Office of the Director of the Office of Citizen Exchanges.

DISPOSITION: **PERMANENT.** Cut off at the end of the calendar year. Transfer to RSC when three years old for transfer to a records storage facility. Transfer to the National Archives in five-year blocks when 25 years old.

#### 2. Program Files.

Reports, plans, correspondence, memorandums, telegrams, and other material relating to exchange programs. Included is documentation about overall policymaking conducted by the Office of the Director. Contain extra copies of incoming and outgoing telegrams, correspondence, and memorandums. Files are for reference only.

DISPOSITION: **PERMANENT.** Cut off at the end of the calendar year. Transfer to RSC when three years old for transfer to a records storage facility. Transfer to the National Archives in five-year blocks when 25 years old.

#### 3. Congressional Correspondence.

Contain copies of each incoming Congressional inquiry referred to Citizen Exchanges and copy of the response.

DISPOSITION: **Temporary.** Cut off at the end of the calendar year. Destroy when 2 years old or no longer needed, whichever is sooner.

### Division Files

#### 4. Country Files.

Arranged by name of country. Correspondence, reports, memorandums, evaluations, agreements, program proposals, telegrams, and other material relating to overall policymaking and coordination relating to citizen exchanges and to the operation of citizen exchanges carried out by all divisions.

**DISPOSITION: PERMANENT.** Break file annually. Transfer to RSC when two years old for transfer to a records storage facility. Transfer to the National Archives when 25-years old in five-year blocks.

**5. Grantee Files.**

Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees concerning the program. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation date and related correspondence.

**DISPOSITION: Temporary.** Cut off on termination of grant. Transfer to RSC two years after termination of grant for transfer to a record storage facility. Destroy 25 years after termination.

**6. Project Working Papers.**

Contains files of program development officer's information (memos, telegrams, other correspondence) on the International Youth Exchange.

**DISPOSITION: Temporary.** Destroy six months after final action on project report or three years after completion of report if no final action is taken.

**7. Photo Files.**

Contains photos of grantees involved with the Youth Exchange Program. The photos contain the grantees and different high-level government officials from around the world. These photos are used for publications and annual reports.

**DISPOSITION: Temporary.** Transfer to RSC when two years old. Destroy when five years old.

**8. 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.