
U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Assistant Secretary**A-36-001-01 Subject Files**

Description: 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-years blocks.

DispAuthNo: N1-059-05-01, item 1 **Date Edited:** 8/1/2005

A-36-001-02 Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any 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 appointments.

Disposition: TEMPORARY: Destroy or delete when no longer needed.

DispAuthNo: GRS 23, item 5(b) **Date Edited:** 3/23/2006

A-36-001-03 Electronic Mail and Word Processing Copies

Description: 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.

Disposition: TEMPORARY: See items a and b for specific dispositions.

DispAuthNo: N1-059-05-01, item 3 **Date Edited:** 8/1/2005

A-36-001-03a Electronic Mail and Word Processing Copies

Description: 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 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.

DispAuthNo: N1-059-05-01, item 3a **Date Edited:** 3/16/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-001-03b**Electronic Mail and Word Processing Copies****Description:** 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.**DispAuthNo:** N1-059-05-01, item 3b**Date Edited:**3/16/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Office of the Executive Director (ECA-IIP/EX)**A-36-003-01 Accountable Officer File**

Description: Original or ribbon copy of accountable officers' accounts maintained in the Agency for site audit by GAO auditors. Consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement voucher, and all other schedules or vouchers, exclusive of freight records and payroll records.

Disposition: TEMPORARY: Break file at end of fiscal year. Destroy six years and three months after period covered by account.

DispAuthNo: GRS 6, item 1(a) **Date Edited:** 3/23/2006

A-36-003-02 Budget Estimate /Justification Files

Description: Copies of budget estimates and justification which have prepared or consolidated in the central budget office of DoS or at the Bureau level. Included are appropriation language sheets, narrative statements, and related schedules and data.

Disposition: TEMPORARY: Break file at end of fiscal year. Destroy records one year after close of the fiscal year covered by the budget.

DispAuthNo: GRS 5, item 2 **Date Edited:** 3/23/2006

A-36-003-03 Working Papers/Background Material

Description: Cost statements and rough data accumulated in the preparation of annual budget estimate, including duplicates of paper described in item 570.4C; and originating offices' copies of reports submitted to budget offices.

Disposition: TEMPORARY: Break file at end of fiscal year. Destroy records one year after close of the fiscal year covered by the budget.

DispAuthNo: GRS 5, item 2 **Date Edited:** 3/23/2006

A-36-003-04 Budget Correspondence File

Description: Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.

Disposition: TEMPORARY: Break file at end of fiscal year. Destroy records when two years old.

DispAuthNo: GRS 5, item 1 **Date Edited:** 3/23/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-003-08a Personnel Office Records**Description:** a. Correspondence and Subject Files of Operating Personnel Offices

Files relating to the general administration and operation of personnel functions including college programs, selective placement (handicapped, veterans, and ex-offenders) programs, special career (Summer Aid, Intergovernment Affairs Fellowship, Stay In School, etc.) programs, examinations, paid recruitment program, merit promotion, employee safety program and other not specifically described elsewhere in this schedule. Excluding those at Agency Staff Planning Level.

Disposition: TEMPORARY: Break annually. Destroy three years after break.**DispAuthNo:** GRS 1, item 3**Date Edited:**3/23/2006

A-36-003-08b Personnel Office Records**Description:** Duplicate Personnel Files

b. Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position authorization, pending actions; copies of positions descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.

Disposition: TEMPORARY: Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer.**DispAuthNo:** GRS 1, item 18a**Date Edited:**3/23/2006

A-36-003-09 Grant Program Management Files**Description:** Contain copies of grant forms, grantee program reports, justifications, budget, payment records, and correspondence relating to grants program administration. File also includes telegrams, memorandums, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals.**Disposition:** TEMPORARY: Retire to Records Service Center (RSC) at end of fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.**DispAuthNo:** N1-059-05-13, item 9**Date Edited:**3/17/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-003-10 New Grant Program Administrative Files

Description: This item covers 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.

Disposition: TEMPORARY: Retire to Records Service Center (RSC) at end of fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.

DispAuthNo: N1-059-05-13, item 10 **Date Edited:** 3/17/2006

A-36-003-11a Electronic Mail and Word Processing System Copies

Description: 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, revisions, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is 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 that are used only to produce the recordkeeping copy.

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

DispAuthNo: N1-059-05-13, item 11a **Date Edited:** 3/17/2006

A-36-003-11b Electronic Mail and Word Processing System Copies

Description: 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, revisions, or dissemination.

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

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

DispAuthNo: N1-059-05-13, item 11b **Date Edited:** 3/17/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Deputy Assistant Secretary for Academic Programs (ECA/A)**A-36-004-01 Subject Files**

Description: Arranged by subject. Reports containing information relating to the activities of the Deputy Assistant Secretary in directing and carrying out the functions and responsibilities for the Academic programs. Includes correspondence, telegrams, memoranda, letters, policy files, reports, and related material.

Disposition: PERMANENT: Cut off annually. Transfer to Department's Records Service Center (RSC) three years after cutoff for transfer to a records storage facility. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

DispAuthNo: N1-59-05-02, item 1 **Date Edited:** 6/8/2005

A-36-004-02 Program Files

Description: Arranged by academic program. Files containing information relating to the activities, functions, duties, and responsibilities of the Executive staff. Includes reports, correspondence, memoranda, telegrams, project records, policy files, and other material related to Academic Exchange Programs.

Disposition: PERMANENT: Cut off when grant ends or is renewed. Transfer to RSC three years after cutoff for transfer to a records storage facility. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

DispAuthNo: N1-59-05-02, item 2 **Date Edited:** 6/8/2005

A-36-004-03 Schedule of Daily Activities

Description: Calendars, appointment books, schedules, logs, dairies, and other records documenting the daily activities of the Deputy Assistant Secretary and assistants in an official capacity, created and maintained in hard copy or electronic form. Materials determined to be "personal records" are not covered by this item.

Disposition: TEMPORARY: Destroy or delete when no longer needed for convenience or reference.

DispAuthNo: N1-59-05-02, item 3 **Date Edited:** 6/8/2005

A-36-004-04 Electronic Mail and Word Processing Copies

Description: 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.

Disposition: TEMPORARY: See items 4a and 4b for specific dispositions.

DispAuthNo: N1-59-05-02, item 4 **Date Edited:** 6/8/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Office of Academic Exchange Programs (ECA/A/E)

A-36-005-01 Subject/Project File

Description: Contain information relating to the activities, functions, duties, and responsibilities of high-level Bureau officials. Includes reports, correspondence, memoranda, telegrams, e-mails, and other material related to the Academic Exchange Programs.

Disposition: PERMANENT: Break files annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

DispAuthNo: N1-59-05-03, item 1 **Date Edited:** 6/8/2005

A-36-005-02 Program Files

Description: Arranged by country. Contain minutes of staff meetings, reports, memoranda, and correspondence relating to the development of policy and to binational educational exchange commissions.

Disposition: PERMANENT: Break file annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

DispAuthNo: N1-59-05-02, item 2 **Date Edited:** 6/8/2005

A-36-005-03 General Country File

Description: Arranged by country. Correspondence, reports, memorandums, evaluations, agreements, proposals, telegrams, and other material relating to overall policymaking and coordination relating to the coordination and carrying out of academic programs carried out by various branches.

Disposition: PERMANENT: Break files annually. Retire to Department's Records Service Center (RSC) when three years old for transfer to a records storage facility. Transfer to the National Archives when twenty-five years old in five-year blocks.

DispAuthNo: N1-59-05-03, item 3 **Date Edited:** 6/8/2005

A-36-005-04 American and Foreign Grantee Files

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

Disposition: TEMPORARY: Cut off on termination of grant. Retire to RSC one year after termination of grant. Destroy five years after termination of grant.

DispAuthNo: N1-59-05-03, item 4 **Date Edited:** 6/8/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Office of English Language Programs (ECA/A/L)

A-36-008-01	Director		
	Specialist Policy Files.		
Description:	???		
Disposition:	???		
DispAuthNo:		Date Edited:	12/2/2004
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A-36-008-02	Fellow Policy Files.		
Description:	???		
Disposition:	???		
DispAuthNo:		Date Edited:	12/2/2004
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A-36-008-03	Grant Files.		
Description:	Files are maintained on grants and contain all information regarding the grant: application, approval, grant award, reports on progress, and close of grant.		
Disposition:	TEMPORARY: Transfer to RSC one year after termination of grant. Destroy 5 years after termination of grant.		
DispAuthNo:		Date Edited:	12/2/2004
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A-36-008-04-09	Reserved		
Description:			
Disposition:			
DispAuthNo:		Date Edited:	6/10/2005
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A-36-008-10	Materials Development and Review Branch		
	Publications File.		
Description:	English teaching materials. Publications and other materials prepared by the branch and used to ???		
	Self ??		
	Outside ??		
Disposition:	???		
DispAuthNo:		Date Edited:	12/2/2004
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U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-008-17b	Routine Administrative Records.
Description:	Routine administrative and correspondence records.
Disposition:	TEMPORARY: Destroy when obsolete, superseded, or of no further reference value.
DispAuthNo:	Date Edited: 12/3/2004
A-36-008-18	Correspondence Files.
Description:	Files pertain to English Teaching and contain no policy documentation. Break file annually.
Disposition:	TEMPORARY: Transfer to RSC two years after break. Destroy 6 years after break. (new)
DispAuthNo:	Date Edited: 12/3/2004
A-36-008-19	Seminar Files.
Description:	English Teaching Seminar materials. Break file annually.
Disposition:	TEMPORARY: Transfer to RSC 4 years after break. Destroy 7 years after break. (new)
DispAuthNo:	Date Edited: 12/3/2004
A-36-008-20	Country Files.
Description:	English Teaching Country files. Break file annually. ???
Disposition:	TEMPORARY: Transfer to RSC 2 years after break. Destroy 5 years after break.
DispAuthNo:	Date Edited: 12/3/2004
A-36-008-21	Music Files.
Description:	Master set of music scores. ??? Break file annually.
Disposition:	TEMPORARY: Transfer to RSC 2 years after break. Destroy 7 years after break.
DispAuthNo:	Date Edited: 12/3/2004
A-36-008-22	Music Country Files.
Description:	Country files maintained by Music Branch. ??? Break file annually.
Disposition:	TEMPORARY: Destroy 3 years after break.
DispAuthNo:	Date Edited: 12/3/2004

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-009-09 Marketing Materials/Graphics File.

Description: Publications, brochures, etc. produced and used to promote the Educational and Cultural Affairs programs. Break file annually.

Disposition: TEMPORARY: Destroy items when obsolete, revised, and/or replaced.

DispAuthNo: **Date Edited:** 12/3/2004

A-36-009-10 Book Order File.

Description: Records of books ordered. Documents track the order, receipt, and distribution of books. Break file annually.

Disposition: TEMPORARY: Dispose of 2 years after break.

DispAuthNo: **Date Edited:** 12/3/2004

A-36-009-11 DB History.

Description: ???

Disposition:

DispAuthNo: **Date Edited:** 12/3/2004

A-36-009-12-14 Reserved

Description:

Disposition:

DispAuthNo: **Date Edited:** 6/10/2005

A-36-009-15a Humphrey Fellowships and Institutional Linkages Branch.**Humphrey Fellowship File.**

Description: Individual and School Files.

Educational Participant Program. Includes administration, panels, background correspondence documents pertaining to individuals and institutions. Break file annual.

Disposition: TEMPORARY: ???

DispAuthNo: **Date Edited:** 12/3/2004

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-009-15b	Humphrey Fellowship Files.
Description:	Administrative and Policy File. Contains documents and reports pertaining to Humphrey Fellowship policy and administration.
Disposition:	TEMPORARY: ????
DispAuthNo:	Date Edited: 12/3/2004
A-36-009-16-19	Reserved
Description:	
Disposition:	
DispAuthNo:	Date Edited: 6/10/2005
A-36-009-20	Teacher Exchange Branch.
	Grants File.
Description:	American and Foreign Grantee Files. Contains individual grantee program or project file and team programs involving more than one grantee on all categories of grantees. Includes grantees' application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data and related correspondence. Break at termination of grant.
Disposition:	TEMPORARY: Transfer to RSC one year after termination of grant. Destroy 5 years after termination of grant.
DispAuthNo:	Date Edited: 12/3/2004
A-36-009-21	Country File.
Description:	General Subject Country Files. Records of teacher training for the educational and cultural program of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals, budget analysis, and general administrative material. Break file annually.
Disposition:	TEMPORARY: Transfer records to RSC when 2 years old. Destroy when 5 years old.
DispAuthNo:	Date Edited: 12/3/2004

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Office of Exchange Coordination and Designation (ECA/EC)**Exchange Coordination Division**

A-36-010-01	Participating Organization Files - Academic and Scientific Organizations
Description:	Academic Participants Files - files contain agreements with Academic and Scientific Research organizations, follow up documents, audit records, annual reports, and reports of findings. These documents provide information on the financial and accreditation status of the organizations.
Disposition:	TEMPORARY: Destroy three years after organization leaves the Exchange program.
DispAuthNo:	N1-59-06-2, item 1
Date Edited:	7/6/2006
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A-36-010-02	Participating Organization Files -Private Sector Organizations
Description:	Private Sector Participants Files. Files contain agreements with Private Sector organizations, follow-up documents, audit records, annual reports, and reports of findings. They also contain incorporation and financial information.
Disposition:	TEMPORARY: Destroy three years after organization leaves the Exchange program.
DispAuthNo:	N1-059-06-2, item 2
Date Edited:	6/29/2006
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A-36-010-03	Denied Organization Files
Description:	Files maintained on organizations that have been denied participation in program. Includes application and documents produced to identify denial.
Disposition:	TEMPORARY: Destroy three years after denial of participation.
DispAuthNo:	N1-059-06-2, item 3
Date Edited:	6/29/2006
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A-36-010-04	Policy Files
Description:	Policy file contains documents that provide policy guidance for the program. Records include telegrams, program rules, Federal Register notices, background information, policy directives, correspondence, memorandums, and related regulatory and policy records.
Disposition:	TEMPORARY: Destroy five years after policy change.
DispAuthNo:	N1-059-06-2, item 4
Date Edited:	6/29/2006
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U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-010-05 Chronological Files

Description: Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division, or other method, and used as a general reading or reference file.

Disposition: TEMPORARY: Destroy when purpose has been served, usually one year (Supercedes NARA Job No. N1-306-89-9, item 12)

DispAuthNo: N1-059-06-2, item 5 **Date Edited:** 6/29/2006

A-36-010-06 Electronic Mail and Word Processing System Copies

Description: 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.

Disposition: TEMPORARY: See items 6a and 6b for specific disposition

DispAuthNo: N1-059-06-2, item 6 **Date Edited:** 7/6/2006

A-36-010-06a Electronic Mail and Word Processing System Copies

Description: a. Copies that have no further administrative value after the recordkeeping copy is 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 that are used only to produce the recordkeeping copy.

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

DispAuthNo: N1-059-06-2, item 6a **Date Edited:** 6/29/2006

A-36-010-06b Electronic Mail and Word Processing System Copies

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

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

DispAuthNo: N1-059-06-2, item 6b **Date Edited:** 6/29/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-010-10-14	Reserved		
Description:			
Disposition:			
DispAuthNo:		Date Edited:	8/4/2005

A-36-010-15	Academic/Government Programs Designation Division		
	Nomination files.		
Description:	Contains nomination forms and correspondence requesting and responding to letters sent out to schools around the country asking the school to nominate students to participate in the program.		
Disposition:	TEMPORARY: Destroy when superseded or no longer needed. (N1-306-89-09, item 3)		
DispAuthNo:		Date Edited:	12/3/2004

A-36-010-16	Audition Files.		
Description:	Contains nomination forms completed by the nominees. Form contains bio-data of nominee. Also contains score from the result of the audition.		
Disposition:	TEMPORARY: Transfer to RSC when two years old. Destroy when five years old. (N1-306-89-09, item 4)		
DispAuthNo:		Date Edited:	12/3/2004

A-36-010-17	Country Files		
Description:	Contains fact sheets on each country. Given to program participants when touring foreign countries.		
Disposition:	TEMPORARY: Destroy when superseded or no longer needed. (N1-306-89-09, item 5)		
DispAuthNo:		Date Edited:	12/3/2004

A-36-010-18	Subject Files.		
Description:	Correspondence, reports, emails, telegrams, and other material relating to the operation of the program.		
Disposition:	TEMPORARY: Destroy when 3 years old. (N1-306-89-09, item 6)		
DispAuthNo:		Date Edited:	12/3/2004

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-010-19 Press Kits

Description: Photographs, press releases, copies of articles, brochures, and other material relating to each participant.

Disposition: TEMPORARY: Destroy when 3 years old. (N1-306-89-09, item 7)

DispAuthNo: **Date Edited:** 12/3/2004

A-36-010-20 Tour Files.

Description: Correspondence, email, clippings, telegrams, vouchers, travel documents, and other material relating to the participant's tours.

Disposition: TEMPORARY: Destroy when 3 years old. (N1-306-89-09, item 8)

DispAuthNo: **Date Edited:** 12/3/2004

A-36-010-21-24 Reserved

Description:

Disposition:

DispAuthNo: **Date Edited:** 6/10/2005

A-36-010-25 Private Sector Programs Designation Division**Grant Proposal Files.**

Description: Contains correspondence concerning solicited grant proposals sent to organizations, institutions, and foundations in support of Educational and cultural Exchanges between Americans and citizens of other nations. Correspondence includes telegrams, emails, memoranda, letters, contracts, agreements, and Federal Register Notices.

Disposition: TEMPORARY: Transfer to RSC when one year old. Destroy when 5 years old. (N1-306-89-09, item 2)

DispAuthNo: **Date Edited:** 12/3/2004

A-36-010-26-29 Reserved

Description:

Disposition:

DispAuthNo: **Date Edited:** 6/10/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-010-30 Other Office-Wide Files.**Working Papers and Background Material.**

Description: Project background records such as studies, analysis, notes, drafts, and interim reports.

Disposition: TEMPORARY: Destroy six months after final action on project report or three years after completion of report if no final action is taken. (N1-306-89-09, item 11)

DispAuthNo: **Date Edited:** 12/3/2004

A-36-010-31 Chronological Files.

Description: Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division, or other method, and used as a general reading or reference file.

Disposition: TEMPORARY: Destroy when purpose has been served (usually one year). (N1-306-89-09, item 12)

DispAuthNo: **Date Edited:** 12/3/2004

A-36-010-40 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the 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.

Disposition: TEMPORARY: See items 15 a and 15 b for specific disposition.

DispAuthNo: **Date Edited:** 8/5/2005

A-36-010-40a Electronic Mail and Word Processing System Copies

Description: Copies that have no administrative value after the recordkeeping copy is 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 that are used only to produce the recordkeeping copy.

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

DispAuthNo: **Date Edited:** 8/5/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-010-40b **Electronic Mail and Word Processing System Copies**

Description: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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

DispAuthNo:

Date Edited:

8/5/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Deputy Assistant Secretary for Professional and Cultural Exchanges (ECA/PE)**A-36-015-01 Subject Files**

Description: Arranged by subject. Reports containing information relating to the activities of the Deputy Assistant Secretary in directing and carrying out the functions and responsibilities for the Cultural Exchange programs. Includes correspondence, telegrams, memoranda, letters, policy files, reports, and related materials.

Disposition: PERMANENT. Cut off annually. Transfer to Department's Records Service Center (RSC) three years after cutoff for transfer to a records storage facility. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

DispAuthNo: N1-59-05-04, item 1 **Date Edited:** 6/9/2005

A-36-015-02 Schedule of Daily Activities

Description: Calendars, appointment books, schedules, logs, and other records documenting the daily activities of the Deputy Assistant Secretary and assistants in an official capacity, created and maintained in hard copy or electronic form. Materials determined to be "personal records" are not covered by this item.

Disposition: TEMPORARY. Destroy or delete when no longer needed for convenience or reference.

DispAuthNo: N1-59-05-04, item 2 **Date Edited:** 6/9/2005

A-36-015-03 Electronic Mail and Word Processing Copies

Description: 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.

Disposition: See items 03a and 03b for specific dispositions.

DispAuthNo: N1-59-05-04, item 3 **Date Edited:** 6/9/2005

A-36-015-03a Electronic Mail and Word Processing Copies

Description: Copies that have no further administrative value after the recordkeeping copy is 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 to only to produce the recordkeeping copy.

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

DispAuthNo: N1-59-05-04, item 3b **Date Edited:** 6/9/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-015-03b**Electronic Mail and Word Processing Copies****Description:** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.**Disposition:** TEMPORARY. Delete when dissemination, revision, or updating is completed.**DispAuthNo:** N1-59-05-04, item 3b**Date Edited:** 6/9/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Office of Citizen Exchanges (ECA/PE/C)**A-36-016-01** **Office of the Director****Subject Files****Description:** 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.**DispAuthNo:** N1-59--05-05, item 1**Date Edited:**6/9/2005

A-36-016-02 **Program Files****Description:** 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. Contains 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.**DispAuthNo:** N1-59-05-05, item 2**Date Edited:**6/9/2005

A-36-016-03 **Congressional Correspondence****Description:** Contains 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.**DispAuthNo:** N1-59-05-05, item 3**Date Edited:**6/9/2005

A-36-016-04 **Country Files****DIVISION FILES****Description:** 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 in five-year blocks when 25 years old.**DispAuthNo:** N1-59-05-05, item 4**Date Edited:**6/9/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-016-05 Grantee Files

Description: Contains 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.

DispAuthNo: N1-59-05-05, item 5 **Date Edited:** 6/9/2005

A-36-016-06 Project Working Papers

Description: 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.

DispAuthNo: N1-59-05-05, item 6 **Date Edited:** 6/9/2005

A-36-016-07 Photo Files

Description: 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.

DispAuthNo: N1-59-05-05, item 7 **Date Edited:** 6/9/2005

A-36-016-08 Electronic Mail and Word Processing Copies

Description: 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.

Disposition: See items 08a and 08b for specific dispositions.

DispAuthNo: N1-59-05-05, item 8 **Date Edited:** 6/9/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-019-10 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the 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.

Disposition: TEMPORARY: See items 10a and 10b for specific disposition.

DispAuthNo: N1-059-06-1, item 6a and 6b **Date Edited:** 7/7/2006

A-36-019-10a Electronic Mail and Word Processing System Copies

Description: a. Copies that have no further administrative value after the recordkeeping copy is 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 that are used only to produce the recordkeeping copy.

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

DispAuthNo: N1-059-06-1, item 6a **Date Edited:** 6/30/2006

A-36-019-10b Electronic Mail and Word Processing System Copies

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

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

DispAuthNo: N1-059-06-1, item 6b **Date Edited:** 6/30/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

J. William Fulbright Scholarship Board (ECA/FFSB)**A-36-020-01 Meeting and Background Files of the Board and Its Executive Planning Committee**

Description: Briefing packages for each meeting with agendas and related material; minutes of the meetings including transcripts; correspondence, memorandums, and other materials documenting activities of the Board; and reports of the Board.

Disposition: PERMANENT. Break file annually. Transfer to Department's Records Service Center (RSC) when 3-years old for transfer to a records storage facility. Transfer to the National Archives in 5-year blocks when 25-years old.

DispAuthNo: N1-59-05-06, item 1 **Date Edited:** 4/19/2006

A-36-020-02 Membership Files. Correspondence and other records concerning members and former members of the Board.

Description: Records that include significant activities and achievements and reports of Board members, past and present.

Disposition: PERMANENT. Break file annually. Transfer file to the Department's Records Service Center (RSC) one year after termination of appointment or when volume warrants for transfer to a records storage facility. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-05-06, item 2 **Date Edited:** 4/21/2006

A-36-020-03 Reports to Congress. Annual reports from BFS to Congress

Description: Record copy of report and supporting documentation.

Disposition: PERMANENT. Remove and destroy all administrative documents (requests for copies, distribution lists, transmittal lists, acknowledgments of receipt, etc.) when 2-years old. Transfer to the Department's Records Service Center (RSC) when 3-years old for transfer to a records storage facility. Transfer to National Archives in 5-year blocks when latest records are 25 years old.

DispAuthNo: N1-59-05-06, item 3 **Date Edited:** 4/21/2006

A-36-020-04 Academic Exchange Program Proposals.

Description: Annual program proposals submitted by Foundation Commissions and by other Fulbright exchange programs, includes analysis of the proposals. (Record copies are maintained by the Office of Academic Programs).

Disposition: TEMPORARY. Destroy when 3 years old or when no longer needed; whichever is sooner.

DispAuthNo: N1-59-05-6, item 4 **Date Edited:** 4/21/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-020-05 Foundation/Commission Treaties

Description: Copies of agreements between the United States relating to academic exchange programs. (Record copies are maintained by the Office of Treaty Affairs).

Disposition: TEMPORARY. Destroy upon termination of treaty or when no longer needed; whichever is sooner.

DispAuthNo: N1-59-05-05, item 5

Date Edited: 4/21/2006

A-36-020-06 Subject and Country Files

Description: Reports, correspondence, telegrams, memorandums, plans, proposals, minutes of meetings, reports, and other documentation. Records relate to the operation of academic exchange programs with specific countries, cooperating agencies, specific institutions and organizations that assist the BFS and are contracted by the Agency to supervise the day-to-day activities of exchange programs, cooperation with other offices in the Department of State, other U.S. Government agencies, other organizations, and other related activities.

Disposition: PERMANENT. Break file as needed. Transfer file to the Department's Records Service Center (RSC) for transfer to a records storage facility. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-05-06, item 6

Date Edited: 4/21/2006

A-36-020-07 Reports Files

Description: Reports of Foundatin/Commissions, cooperating Agencies and evaluations thereof. Annual reports submitted by Foundation, Commissions, and Cooperating Agencies.

Disposition: PERMANENT. Break file annually. Transfer to the Department's Records Service Center (RSC) when 3-years old for transfer to a records storage facility. Transfer to the National Archives in 5-year blocks when 25-years old.

DispAuthNo: N1-59-05-07, item 7

Date Edited: 4/21/2006

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

Cultural Property Advisory Committee (ECA/P/C)

A-36-021-01 Meeting Files

Description: Contains agendas, memorandums, minutes of meetings, meeting announcements, correspondence, testimony, and other material relating to the policies, plans, and activities of the Cultural Property Advisory Committee.

Disposition: PERMANENT. Break file annually. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 1 **Date Edited:** 6/9/2005

A-36-021-02 Country Import Restriction Request Files

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 of experts to identify artifacts, and correspondence and U.S. Customs documents implementing import restrictions are kept. Also, contains records of the Committee's ongoing review of effectiveness of the import restrictions and reports to the President and the Congress.

Disposition: PERMANENT. Retire records to the RSC 2 years after the expiration of restrictions for transfer to a records storage facility 7 years after expiration of restrictions. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 2 **Date Edited:** 6/9/2005

A-36-021-03 Country Files

Description: Arranged by name of country. Contains files arranged by country and foreign service post. These include correspondence, country plans, foreign legislation, newspaper articles, and any issues and concerns of a specific country.

Disposition: PERMANENT. Break file when restriction expires. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-05-07, item 3 **Date Edited:** 6/9/2005

A-36-021-04 Subject Files

Description: Arranged by subject. Contains files relating to the program activities of the Administrative Staff of the Cultural Property Advisory Committee. Included is correspondence, country information, periodical literature, and other material relating to major issues involving international cultural property.

Disposition: PERMANENT. Break file annually. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 4 **Date Edited:** 6/9/2005

U.S. Department of State Records Schedule

Chapter 36: Bureau of Educational and Cultural Affairs

A-36-021-05 Ambassador's Fund for Cultural Preservation**Funded Project Program Files**

Description: The records covered by this item include reports, plans, correspondence, memorandums, and other material relating to projects funded by the congressionally mandated Ambassador's Fund for Cultural Preservation. Included is documentation about overall policymaking relating to Ambassador's Fund for Cultural Preservation activity.

Disposition: PERMANENT. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 5 **Date Edited:** 6/9/2005

A-36-021-06 Annual Reports (Ambassador's Fund)

Description: This item covers the Ambassador's Fund for Cultural Preservation Annual Reports to Congress.

Disposition: PERMANENT. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 6 **Date Edited:** 6/9/2005

A-36-021-07 Cultural Antiquities Task Force**Cultural Heritage Files**

Description: The records covered by this item include reports, plans, correspondence, memorandums, and other material relating to the program activities of the congressionally mandated Cultural Antiquities Task Force. Included is documentation about overall policymaking relating to Cultural Antiquities Task Force activities.

Disposition: PERMANENT. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 7 **Date Edited:** 6/9/2005

A-36-021-08 Annual Reports (Cultural Antiquities)

Description: This item covers the Cultural Antiquities Task Force Annual Reports to Congress.

Disposition: PERMANENT. Retire to RSC when 2 years old for transfer to a records storage facility when 7 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

DispAuthNo: N1-59-05-07, item 8 **Date Edited:** 6/9/2005
