

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0010

Status: APPROVED  
Date Approved: 10/09/2024

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## General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Foreign Service Institute
Schedule Subject	Consolidated Schedule: Records of the Foreign Service Institute
Additional Schedule Information	<p>Flexible schedule which consolidates the records of the State Department's Foreign Service Institute and applies to records 2012 and forward except in the case of item 0009, Arlington Hall Station Historic District Records, which are unclassified. This schedule does not supersede existing records schedules for the Bureau except for item 0006, Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms and item 0007, Office of the Historian Working Files. These two items are proposed to supersede two approved authorities related to oral history records which the agency started accumulating in 2011. A crosswalk with additional detail is attached to the schedule.</p> <p>The Foreign Service Institute (FSI)'s mission is to promote excellence across the Department and at U.S. missions around the world by providing world-class training and education and supporting transparency about the history of U.S. foreign policy. FSI trains all professional cadres of the State Department – including Foreign Service generalists and specialists, Civil Service, and Locally Employed (LE) Staff, as well as personnel from about 50 other U.S. foreign affairs agencies. Training covers the full range of foreign policy skills, including diplomatic tradecraft, foreign language acquisition, regional studies, leadership development, management of people and programs, information technology, and more. FSI is also the parent bureau for the Department's Office of the Historian, which publishes the statutorily mandated documentary history of U.S. foreign policy in the "Foreign Relations of the United States" series, provides historical context as policy support for Department principals, and trains personnel about diplomatic history.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 9

Number of Temporary disposition items: 3

Number of Permanent disposition items: 6

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0059-2020-0010

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Policy Records	Temporary
0002	Training Program Records	Temporary
0003	Foreign Relations of the United States Editorial and Declassification Records	Permanent
0004	Office of the Historian Digital Publications and Datasets	Permanent
0005	Office of the Historian Institutional History, Research, and Special Projects Records	Permanent
0006	Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms	Permanent
0007	Office of the Historian Working Files	Temporary
0008	Office of the Historian Program Files	Permanent
0009	Arlington Hall Station Historic District Records [Closed Series, 1990-2010]	Permanent

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Records Schedule Items

<b>DAA-0059-2020-0010-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Policy Records	
Item Description	<p>Records retained by program offices under this schedule item are typically reviewed and approved at the director levels; apply to the Department of State as a whole, and, where relevant, to participating interagency partners. These records establish, discuss, help formulate, or define strategic policies and procedures of the Foreign Service Institute components that train and educate Department of State and other agency personnel.</p> <p>Records include, but are not limited to, final versions of memoranda, briefing materials for policy makers, reports, assessments, proposals, studies, inter/intra-agency or other agreements, charters, publications, and all other related records.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 30 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0059-2020-0010-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Training Program Records	

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<b>Item Description</b>	<p>This series comprehensively documents the training lifecycle of both foreign and civil service employees at the Department of State's Foreign Service Institute (FSI). It encompasses the initial stages of strategic planning through the evaluation and development of course curricula and syllabi; to the operational and administrative support for registration, implementation, and tracking; to the authenticating and reporting of completed training.</p> <p>Offices provide operational support by documenting enrollment, rosters, admissions, registration, course completion, training agreements, weekly activity reports, transcripts, progress reports and other necessary records to ensure training is adequately recorded.</p> <p>Records and materials produced or collected in the administration of professional development, career transition, language training, and diplomacy training courses include correspondence with speakers, speaker bios, copies of honoraria payments, training evaluation reports (i.e., DS-0651 End of Language Training Report), progress reports, transcripts, lesson plans, assignment/alteration/retirement of course codes and section requests, and other documentation.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when project, training, or agreement is completed.
Retention Period	Destroy between 3 year(s) and 10 year(s) after action
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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<b>DAA-0059-2020-0010-0003</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Foreign Relations of the United States Editorial and Declassification Records	
Item Description	<p>Records in this item document both the editorial production and declassification reviews of Foreign Relations of the United States (FRUS) manuscripts acquired within the Department of State or through other U.S. Government agencies, foreign governments, and international organizations.</p> <p>Included are correspondence with other agencies; communications with foreign governments; declassification actions and decisions; un-redacted copies of documents published with excisions; draft summaries and press releases with clearance actions; documentation related to internal reviews of manuscripts that involve unusually challenging editorial issues; tables of contents; lists of documents in the volume, including sources and other identifying information; documents to be declassified; and materials that aided in declassification and other editorial decisions.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the publication of each subseries for all volumes in that subseries.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cut-off	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Textual data:50 GB	
Approximate first year of records covered by this authority	2012	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(1) National Security, FOIA (b)(2) Internal Personnel Rules and Practices, FOIA (b)(6) Personal Information

DAA-0059-2020-0010-0004		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Office of the Historian Digital Publications and Datasets	
Item Description	<p>This item includes historical information and Foreign Relations of the United States (FRUS) publications produced by the Office of the Historian.</p> <p>Records include but are not limited to: main source files from which FRUS publications are exported in various formats; datasets documenting the institutional history of the Department of State and the history of U.S. foreign relations; the history of the appointment, nominations, and designations of the Principal Officers of the Department and U.S. Chiefs of Mission; history of U.S. Recognition, Diplomatic, and Consular Relations by country; historical reference information on aspects of the United States' relations with the countries of the world, from 1776 to the present; travel history of the Secretary of State and the President of the United States; Department of State Administrative history; Department of State building information; records of editorial or policy decisions relating to the digital production and maintenance of these records and datasets.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of calendar year.	

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cut-off
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Structured data formats:30GB
Approximate first year of records covered by this authority	2012
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/---- To: --/--/----
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0059-2020-0010-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Office of the Historian Institutional History, Research, and Special Projects Records
Item Description	<p>Records accumulated by the office document historical programs and functions to include research used to produce publications at the request of the Secretary of State, other Department officials, the White House, generated on the initiative of the Office for public consumption, or undertaken with other foreign ministries on a wide range of subjects.</p> <p>This item also covers finalized versions of instructional and supplemental material provided to the Foreign Service Institute on the history of U.S. foreign relations, policy, and diplomacy.</p> <p>Records include but are not limited to: guidelines, instructional materials, strategic planning, publications, memoranda, historical studies, correspondence, memoranda of understanding, reports, notes, background information, minutes of meetings, and other related materials.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No



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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cut-off
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Presentation formats:50GB ; Textual data:10 GB ; Email:10 GB
Approximate first year of records covered by this authority	2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(1) National Security, FOIA (b)(2) Internal Personnel Rules and Practices, FOIA (b)(6) Personal Information

DAA-0059-2020-0010-0006	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms
Item Description	The voice and/or video recordings documenting social history, specific events, or careers of noteworthy individuals in the Department of State, its former employees, or other officials who influence U.S. foreign policy. This item contains recordings of conducted interviews, their corresponding written transcripts, and agreements with the interviewee setting specific handling requirements or access restrictions (Legal Release Form and Deed of Gift agreements).
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items

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Superseded Item	Item Superseded in Part?	Explanation
DAA-0059-2014-0005-0001	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cut-off	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Digital audio:100GB ; Digital moving pictures:100GB ; Textual data:50GB	
Approximate first year of records covered by this authority	2011	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information, FOIA (b)(2) Internal Personnel Rules and Practices, FOIA (b)(1) National Security	

DAA-0059-2020-0010-0007	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Office of the Historian Working Files

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Item Description	<p>Records retained by program offices under this schedule item typically include routine, operational, and administrative work products that do not circulate for review and approval outside of the program office; and/or relate to internal procedures and policies affecting the administration of a program office; and/or are referred to in other records captured in permanent records series.</p> <p>These records include but are not limited to: Documents collected during research but not selected for publication in Foreign Relations volumes; background information gathered from various resources used to construct questions or provide the basis for a particular oral history interview; working files related to policy studies, user surveys, outreach, institutional history, instructional and/or supplemental materials; and special projects.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0059-2014-0005-0002	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at publication or distribution of product after all required declassification actions have been completed.	
Retention Period	Destroy 3 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0059-2020-0010-0008	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Office of the Historian Program Files

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Item Description	Records accumulated by the office that serve as unique documentation of historical programs and functions. Documents relate to internal policies, procedures, guidelines, strategic planning, user surveys, or other instructional material that deal with office's publications, historical studies, and outreach and a wide range of subjects such as preservation of historical records, historical inquiries, declassification policy, and records policy.
	Records include but are not limited to: Policies, procedures, guidelines, editorial or policy decisions, strategic planning, memoranda, historical studies, memoranda of understanding, reports, notes, background information, minutes of meetings, and other related materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cut-off
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:10 MB ; Email:10 GB
Approximate first year of records covered by this authority	2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law

<b>DAA-0059-2020-0010-0009</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Arlington Hall Station Historic District Records [Closed Series, 1990-2010]

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Item Description	The Front Office of the Foreign Service Institute holds records related to the designation of the Arlington Hall Station Historic District. The types of records include architectural and construction plans, drawings, agreements, correspondence, and all documents pertaining to the George P. Shultz National Foreign Affairs Training Center's (NFATC) eligibility for listing on the National Register of Historic Places.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	There is no cutoff instruction
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after signature
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:3 cubic feet
Approximate first year of records covered by this authority	1990
End year of records covered by this authority	Year: 2010
Date span of the initial transfer	From: 01/01/1990 To: 12/31/2010
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/09/2024

## NARA Crosswalk for DAA-0059-2020-0010

NEW DISPOSITION AUTHORITY					RELATED AUTHORITIES		
ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
0001	Policy Records	Temporary. Destroy 30 years after cutoff.	Cut off at the end of fiscal year.	Career Transition Center	N/A; New Item 2012 forward	N1-059-99-017 / 3/1/a	CTC Policy and Precedent Files
				Overseas Briefing Center		N1-059-99-017 / 4/1/a	OBC Policy and Precedent Files
				School of Language Studies		N1-059-99-017 / 5/1/a	Policy and Precedent Files
				Overseas Schools		N1-059-03-004 / 1	Overseas Language Training General Files
				Professional and Area Studies		N1-059-99-017 / 6/1/a	Policy and Precedent Files
				Admin Operations		N1-059-99-017 / 7/1/a	Policy and Program Files
						N1-059-99-017 / 7/65	Equal Employment Opportunity Reports

Foreign Service Institute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
				School of Applied Information Technology (Warrenton Training Center)		N1-059-99-017 / 8/1/a	Policy and Precedent Files
				Common to ALL		N1-059-99-017 / 1/11/a	Training Evaluation Reports
				Overseas Briefing Center		N1-059-99-017 / 1/6/b/1	Course Files
						N1-059-99-017 / 4/2/b	Culture Guides copyright permissions (keep with master copy)
						N1-059-99-017 / 4/2/c	Culture Guides c. electronic files
						N1-059-99-017 / 4/2/a	Culture Guides a. Master copy



Foreign Service Institute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
				Senior Seminar		N1-059-99-017 / 2/2/c	Administrative Files, Dean and Associate Dean staff chronological file
				Professional and Area Studies		N1-059-99-017 / 6/2/b	Correspondence Examinations
				Registrar		N1-059-08-007 / 3	Registrar - Internal Training Course Files
				Registrar		N1-059-08-007 / 4	Registrar- External Training Course Files
				School of Language Studies		N1-059-99-017 / 5/20/a	Testing Office - Employee Case Files
						N1-059-03-004 / 3/b	Student Learning Style Files
						N/A	Student Transcripts

Foreign Service Institute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
				Registrar		N1-059-08-007 / 2	Registrar- Annual Reports Files
				Library and Multimedia Services		N1-059-99-017 / 7/40	Master Language Tapes/CDs
				Common to All		N1-059-99-017 / 1/13/a	Project Files
						N1-059-99-017 / 1/5/a	Subject Files
						N1-059-99-017 / 1/6/a/1	Course Files
						N1-059-99-017 / 1/7/a	Speaker Files
						N1-059-99-017 / 1/8/a	Student Files
						N1-059-99-017 / 2/1/a/1	Seminar Member Files; Biographic data and training eval reports

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
0002	Training Program Records	Temporary. Destroy 3-10 years after final action.	Cutoff at end of fiscal year or when project, training, or agreement is completed.	Senior Seminar	N/A; New Item 2012 forward	N1-059-99-017 / 2/1/c/1	Seminar Member Files c. February Research Projects
						N1-059-99-017 / 2/2/a/1	Seminar General Administrative Files
						N1-059-99-017 / 2/2/b/1	Seminar General Administrative Files
						N1-059-99-017 / 2/4/a	Class Files
				Overseas Briefing Center		N1-059-99-017 / 4/4/a	Publications
						N1-059-99-017 / 4/3	Returnee Cards

Foreign Service Insitute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
				School of Language Studies		N1-059-99-017 / 5/5/a	Interagency Files
				Personnel		N1-059-99-017 / 7/50/a	Summer Intern Program Files
				Professional and Area Studies		N1-059-99-017 / 6/3/a/1	Academic Affairs a. University Students correspondence
						N1-059-99-017 / 6/4/a	Reader's Guides and Bibliographies a. Master copy
						N1-059-99-017 / 6/4/b	Reader's Guides and Bibliographies b. Copyrighted materials

Foreign Service Institute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
				Registrar		N1-059-08-007 / 1	Reports Files
						N1-059-08-007 / 6	Student Travel Voucher Register
						N1-059-99-017 / 3/2/a	Participant Files, Talent Bank Participant Files
						N1-059-99-017 / 3/4/a	Interagency Agreements
				Career Transition Center		N1-059-99-017 / 3/3/a/1	Job Leads Files a. Correspondence with Prospective Employers
						N1-059-99-017 / 3/3/b/1	Job Leads Files b. Contact lists

Foreign Service Insitute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
0003	Foreign Relations of the United States Editorial and Declassification Records	Permanent: Transfer to National Archives 15 years after cutoff.	Cut off at the publication of each subseries for all volumes in that subseries.	Office of the Historian (FSI/OH/GG, FSI/OH/E, FSI/OH/AA, FSI/OH/MA, FSI/OH/DP)	N/A; New Item 2012 forward	N1-059-10-001 / 1/a	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States a. Clearance File Copies
						N1-059-10-001 / 2	Database of Principal Officers and U.S. Chiefs of Mission
						N1-059-10-001 / 3	Countries Database

Foreign Service Institute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
0004	Office of the Historian Digital Publications and Datasets	Permanent: Transfer to National Archives 25 year(s) after cutoff.	Cut off at the end of calendar year.	Office of the Historian	N/A; New Item 2012 forward	N1-059-10-001 / 5	Educational Resources
						N1-059-10-001 / 1/d	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States d. Published volumes Master Set of volumes

Foreign Service Institute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
0005	Office of the Historian Institutional History, Research and Special Projects Records	Permanent: Transfer to National Archives 25 years after cutoff.	Cut off at the end of calendar year.	Office of the Historian (FSI/OH/PS, FSI/OH/SP)	N/A; New Item 2012 forward	N1-059-10-001 / 4	Research Projects File
						N1-059-10-001 / 11	Special Publications File
0006	Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms	Permanent: Transfer to National Archives 25 years after cutoff.	Cut off at the end of calendar year.	Office of the Historian	N/A; New Item 2011 forward	Supersedes DAA-0059-2014-0005-0001	Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms



Foreign Service Institute (FSI)

ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
0007	Office of the Historian Working Files	Temporary: Destroy 3 years after cutoff.	Cut off at publication or distribution of product after all required declassification actions have been completed.	Office of the Historian	N/A; New Item 2011 forward	N1-059-10-001 / 1/b	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States b. Master Manuscript File
						N1-059-10-001 / 1/f	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States f. Document Database

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						N1-059-10-001 / 10	Declassification Policy Issues Files
						N1-059-10-001 / 13	Working Files
						N1-059-10-001 / 9	History Reference File
						Supersedes DAA-0059-2014-0005-0002	Oral History Background Research Materials
0008	Office of the Historian Program Files	Permanent. Transfer to NARA 25 years after cutoff.	Cut off at the end of calendar year.	Office of the Historian	N/A; New Item 2012 forward	N1-059-10-001 / 8	Historian Program File

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ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	RELATED AUTHORITY	Disposition Authority	Records Series
0009	Arlington Hall Station Historic District Records [Closed Series, 1990-2010]	Permanent. Transfer to the National Archives immediately after signature.	N/A	FSI/FO	N/A; New Item 2012 forward	N/A	unscheduled