

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-59-00-18	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 03/15/02	
2 MAJOR SUBDIVISION Bureau of Human Resources (HR)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Family Liaison Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5 TELEPHONE (202) 261-8511	DATE 6-5-02	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 \_\_\_\_\_ 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 2/4/2002	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Department of State 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

## **FAMILY LIAISON OFFICE**

### **01 Policy and Procedure Files.**

Includes material on the establishment of the office, policies and procedures governing its operation.

- a Recordkeeping copy (paper).

DISPOSITION Temporary. Destroy when superseded.

- b Electronic version of records created by electronic mail and word processing applications.

DISPOSITION Temporary Delete within 180 days after recordkeeping copy has been produced

### **02 FLO Subject Files.**

Includes general material on employment, education, and support services provided by the office, related matters such as allowances, foreign born spouses, and counseling, activities such as Around the World in a Lifetime (AWAL), an organization for Foreign Service teenagers, relations with the Association of American Foreign Service Women (AAFSW); and presentations given to audiences such as the Foreign Service Institute's Security Overseas Seminar.

- a. Recordkeeping copy (paper).

DISPOSITION: Temporary Destroy when 10 years old or sooner if no longer needed (NC1-59-84-3, item 2)

- b Electronic version of records created by electronic mail and word processing applications

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

### **03 Community Liaison Office (CLO) Country/Post Files.**

General files on each country/post where there is a Community Liaison Office (CLO) These files include correspondence regarding CLO activities at posts.

- a Recordkeeping copy (paper).

DISPOSITION: Temporary Destroy when 2 years old or sooner if no longer needed (NC1-59-88-13, item 1)

- b Electronic version of records created by electronic mail and word processing applications

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

**04 Community Liaison Office (CLO) Coordinator Files.** Documents reflect personnel records on persons hired as CLO's at overseas posts. Included are application forms, telegrams offering employment, etc

a. Consist of cables on persons hired as CLO's at posts overseas.

(1) Recordkeeping copy (paper)

DISPOSITION Temporary Destroy 2 years after last action (N1-59-88-13, item 2a)

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Temporary Delete within 180 days after recordkeeping copy has been produced

b Computerized list of all CLO Coordinators with dates of tenure and terms of employment Includes Input and Output Records.

DISPOSITION Temporary Destroy when updated. (N1-59-88-13, item 2b)

**05 FLO Personnel Files.**

a. Working files consisting of correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc.

(1) Recordkeeping copy (paper)

DISPOSITION. Temporary. Review annually and destroy superseded or obsolete documents (GRS 1, item 18a)

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION Temporary: Delete within 180 days after recordkeeping copy has been produced. (GRS 1. Item 43a)

b Records on M/DGP/FLO employees duplicated in or not appropriate for the Official Personnel Folder.

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary: Destroy within 1 year after separation or transfer of employee. (GRS 1, item 18a)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION Temporary. Delete within 180 days after recordkeeping copy has been produced (GRS 1, item 43a)

**06 Client Support Services Files.** Contains background information on Family Liaison Office's (FLO) basic assistance of data and services to client consisting of appointments, referrals, reference advice, meeting notes, etc

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary. Retain in M/FLO 1 year after last action or when no longer needed.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced [REDACTED]

**07 Evacuation Files.** Arranged by country. These files document support services provided to employees and dependents of all foreign affairs agencies evacuated from an overseas post. Included are lists of names of person's evacuated, safe-haven addresses and services provided.

a. Recordkeeping copy (paper).

DISPOSITION. Temporary: Destroy 2 years after last action.

b. Electronic version of records created by electronic mail and word processing applications

DISPOSITION Temporary Delete within 180 after recordkeeping copy has been produced. [REDACTED]

**08 Education Files.**

Consist of reference materials on schools in the Washington, DC area, boarding schools in the U.S. and abroad and schools at overseas posts

a. Case Files.

DISPOSITION: Temporary. Destroy when superseded.

b. Country/Post Files.

Consist of information about schools available at overseas posts. The material is similar to that maintained by the Department's Office of Overseas Schools, with the exception of evaluative information provided by the CLOs.

(1) Recordkeeping copy (paper)

DISPOSITION: Temporary Destroy when superseded

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION Temporary Delete within 180 days after recordkeeping copy has been produced [REDACTED]

c. School files and computerized list of boarding schools Includes information about schools, catalogs and handouts.

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary: Destroy when superceded.

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Temporary: Delete within 180 days after recordkeeping copy has been produced [REDACTED]

## **09 Employment Program Files.**

Consist of reference material on employment opportunities in the Washington, D C. area and overseas, material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments, and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO

a. Bilateral Work Agreements Negotiations Files.

(1) Recordkeeping copy (paper)

DISPOSITION: Temporary: Retain in FLO. Destroy 5 years after agreement is superceded

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION Temporary: Delete within 180 days after recordkeeping copy has been produced. [REDACTED]

b. Case files used in providing employment assistance.

(1) Recordkeeping copy (paper)

DISPOSITION Temporary. Destroy 1 year after last action Earlier destruction is authorized if no longer needed for administrative use.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary: Delete within 180 days after recordkeeping copy has been produced. [REDACTED]

c. Training Request Files.

(1) Recordkeeping copy (paper)

DISPOSITION: Temporary. Destroy when 3 years old, or no later than at end of tour of duty commenced following functional training. (NC1-59-84-3, item 9c)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION. Temporary: Delete within 180 days after recordkeeping copy has been produced. [REDACTED]

d. Country Files Included information on job opportunities and employment procedures in various countries. Also included are copies of Dependent Employment Reports sent in cable format from CLOs at post.

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary: Destroy when 2 years old Earlier destruction is authorized if no longer needed for administrative use

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION Temporary: Delete within 180 days after recordkeeping copy has been produced. (██████████)

## **10 FLO Publications.**

Master set and copies of FLO publications sent to all CLO coordinators and Administrative Officers overseas.

a. Recordkeeping copy (paper).

DISPOSITION: Temporary: Destroy when no longer needed for reference (N1-59-88-13, item 8)

b Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been produced. (██████████)

## ~~11 Direct Communications Project~~

~~Mailing Lists. Database consisting of names and Internet addresses of Foreign Service family members who wish to receive Foreign Liaison Office literature.~~

~~DISPOSITION: Temporary: Delete item record when subscription is cancelled. (GRS 13, item 4b)~~

## **12 FLO Historical Documents.**

Consists of records documenting the establishment of the Family Liaison Office. The files include reports, memorandums, letters, and materials provided for anniversary celebrations.

DISPOSITION Temporary. Destroy when 25 years old, or when no longer needed for reference, whichever is later.

## **13 Naturalization Case Files.**

Employees who apply for their spouse or children to be expeditiously naturalized. Included are e-mail messages, requests for information on naturalization of spouse/child; draft cover letter completed by employee; copies of cover letter to INS requesting specific appointment date, U.S. Department of Justice Immigration and Naturalization Application for Naturalization (BN-400) completed by spouse, or U S Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship on Behalf of an Adopted

Child (N-643) or U.S. Department of Justice Immigration and Naturalization Service  
Application for Certificate of Citizenship (N-600) completed by employee on behalf of child  
and payment check to INS.

a. Recordkeeping copy (paper).

DISPOSITION: Temporary Retire to RSC 2 years after case is closed for transfer to WNRC  
Destroy 15 years after separation date

c. Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Temporary. Delete within 180 days after recordkeeping copy has been  
produced. (██████████)