



1. **Overseas Language Training (General Files) – Overseas Schools**

Correspondence, reports, and other documentation on overseas language training programs and operation of the overseas language schools.

a. Paper files.

Disposition: Destroy when 1 year old.

b. Electronic records containing correspondence, reports, and other documentation on overseas language training programs and operation of the overseas language schools.

Disposition: Destroy/delete when 30 years old.

~~c. Electronic version of records created by e-mail and word processing applications.~~

~~Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced. (NI-55-9517, Item 090810 (b)).~~

**2. Language Testing General Correspondence Files – Testing Unit**

Correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel Office indicating Language Proficiency Test, results of Basic Officer Course, etc.

a. Paper files.

Disposition: Destroy when 1 year old.

b. Electronic records containing correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel Office indicating Language Proficiency Test, results of Basic Officer Course, etc

Disposition: Destroy/delete when 30 years old.

~~c. Electronic version of records created by e-mail and word processing applications.~~

~~Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced. (N1-59-99-17, Item 090521(b)).~~

### **3 . Student Learning Style Files**

Records are confidential, used only for purposes of research and to assist students.

Students are assured that files will not become part of their official training records, and will not be shared outside Research, Evaluation and Development Division without permission of the student.

a. Paper records. Includes copies of completed learning style questionnaires and results of those questionnaires, notes from interviews with students and teachers, etc.

Disposition: Destroy when 1 year old or when no longer needed, whichever is later.

b. Electronic records. Includes copies of completed learning style questionnaires and results of those questionnaires, notes from interviews with students and teachers, etc. Also includes information about the training assignment (language, dates, proficiency scores) and scores on diagnostic instruments.

Disposition: Destroy when 30 years old or when no longer needed, whichever is later.