

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-059-07-1
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	10/23/06
2. MAJOR SUBDIVISION Bureau of Diplomatic Security		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Training and Performance Support			
4. NAME OF PERSON WITH WHOM TO CONFER Tasha M. Thian	5. TELEPHONE (202) 261-8424	DATE	ARCHIVIST OF THE UNITED STATES
		4/27/07	Alle W...

**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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/11/2006	Margaret G. Peppe <i>Margaret G. Peppe</i>	Department Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached pages.		

(3/14/07)

**Office of Training and Performance Support (DS/T/TPS)**  
**Records Disposition Schedule**

**1. Curriculum Development Records**

**Description:**

Records created, regardless of media, as part of the development of a course. Records include project plans, job task analysis, task/objective/examination matrices and task/objective lists. Arranged alphabetically by course title.

**Disposition:** Temporary.

Cut off file upon conclusion of first course review, which is conducted after 5 years. Retain original course development materials for 5 years after cut off and destroy. Supersedes N1-59-94-43, Items 94(a) and 97(a).

**2. Curriculum Review Records**

**Description:**

Records created, regardless of media, as part of the Curriculum Review. Records include meeting notes, Curriculum Review final reports/recommendations, and conference logistics. Arranged alphabetically by course title.

**Disposition:** Temporary.

Cut off file upon conclusion of a subsequent course review, which is conducted after 5 years. Retain Curriculum Review materials for 5 years after cut off and destroy.

**3. Course Execution Records**

**Description:**

Course materials that are needed to execute each class of a course, including lesson plans, student materials, instructor/student guides, and multimedia products. Arranged alphabetically by course title and folder contents filed chronologically.

**Disposition:** Temporary.

Cut off file when course is discontinued. Destroy 10 years after cut off. Supersedes N1-59-94-43, Items 94(b), 97(b), and 2(a).

#### **4. Course Evaluation Records**

**Description:**

Post-training evaluations (Level III), correspondence, and feedback provided by/to program managers related to a specific course. Arranged alphabetically by course chronologically by class date.

**Disposition:** Temporary.

Cut off file upon completion of a scheduled course review, which is after 5 years. Destroy 1 year after cut off.

#### **5. Class Records**

**Description:**

Records, regardless of media, pertaining to each convening of a course, including class syllabus, roster, student critiques (Level I), examinations (Level II), and student attendance information. Arranged alphabetically by course and chronologically by class date.

**Disposition:** Temporary.

File materials at the conclusion of each class. Cut off file upon completion of a course review, which is after 5 years. Retain materials for 10 years after cut off. Supersedes N1-59-94-43, Item 100.

#### **6. Student Training Records**

**Description:**

Records developed on individual students during the course of training, including applications, waivers, examination/practical results, records of counseling/remediation, training agreements, and qualifications/ certifications. Arranged alphabetically by student's name.

**Disposition:** Temporary.

Cut off file at termination of employment with Department. Retire to RSC 1 year after cut off date. Destroy 5 years after cut off date. Supersedes N1-59-94-43, Item 99.

## **7. Course Administrative Records**

**Description:**

Records pertaining to the funding, budget, procurement, contracting and program support of a course.

**Disposition:** Temporary.

Cut off file at the end of each calendar year. Destroy when 3 years old or when no longer needed, whichever is sooner.

## **8. TPS Staff Training Records**

**Description:**

Records pertaining to the training, qualification and evaluation of individuals assigned to the Office of Training and Performance Support (TPS) as staff instructors. Arranged alphabetically by staff member's name.

**Disposition:** Temporary.

Destroy 5 years after departure from assignment within TPS.

## **9. Training Policy & Procedure Records**

**Description:**

Records pertaining to the development and implementation of training policy and procedures for the Office of Training and Performance Support.

**Disposition:** Temporary.

Cut off at the end of each calendar year. Retire to the RSC 5 years after cut off date. Destroy when 30 years old.

## **10. Accreditation Records**

**Description:**

Records pertaining to the accreditation of the academy and programs of the Office of Training and Performance Support.

**Disposition:** Temporary.

Cut off at the end of each calendar year. Retire to the RSC 5 years after cut off date. Destroy when 30 years old.

## 11. External Training Records

**Description:**

Records on training requests from outside sources, certificates and Form SF-182 (*Request, Authorization, Agreement and Certification of Training*).

**Disposition:** Temporary.

Cut off file at the end of each calendar year. Destroy when 3 years old or when no longer needed whichever is sooner.

## ~~12. Diplomatic Security Training Center (DSTC) Duty Officer Rosters~~

~~**Description:**~~

~~Roster of DSTC Duty Officer Assignments.~~

~~**Disposition:**~~

~~Temporary. Destroy when 2 years old.~~

~~**DispAuthNo:** GRS 18, Item 13 (b).~~

## 13. Firearms Training Ammunition Usage Report

**Description:**

The Ammunition Usage Report is produced on a monthly basis. This monthly report tracks the types of ammunition utilized and assigned.

**Disposition:** Temporary. Cut off records at the end of the calendar year. Maintain in the office for 3 years after cut off, and then transfer to the RSC. Destroy 10 years after cut off.

## 14. Weapons Re-qualification Records

**Description:**

This file contains the records of re-qualification by an individual in the use of firearms, shotguns, off-duty weapons, and intermediate weapons.

**Disposition:** Temporary.

Cut off on the separation/retirement of the individual. Destroy 5 years after separation/retirement.

## **15. Ammunition Inventory Records**

### **Description:**

The Ammunition Inventory Record accounts for all ammunition received and removed from stock, the date, and the reason for expenditure.

### **Disposition:** Temporary.

Cut off at the end of the calendar year. Maintain in the office for 3 years after cut off, and then transfer to the records storage center. Destroy 10 years after cut off.

## **16. Weapons Log**

### **Description:**

This log is used to maintain the control and accountability of shoulder weapons and spare handguns assigned to an office.

### **Disposition:** Temporary.

Cut off file at the end of the calendar year. Maintain in the office for 3 years after cutoff, and then transfer to records storage center. Destroy 10 years after cut off.

## **17. Range Score Cards**

### **Description:**

The Range Score Card is completed by a Firearms Instructor who records the qualifying scores for courses of fire. This information is recorded on the Weapons Qualification Record.

### **Disposition:** Temporary.

Cutoff at the end of the calendar year. Destroy 1 year after cut off.

## **18. Special Projects**

### **Description:**

Study or research conducted and documented, usually involves testing of firearms, ammunition, and/ or to procure any new equipment for DS.

### **Disposition:** Temporary.

Cut off at the end of the calendar year. Maintain at the office for 3 years after cut off, and then transfer to records storage center. Destroy 10 years after cut off.

## 19. Reports Files – Registrar

### **Description:**

Annual Reports - Internal Training. Annual compilation of training data for internal training. Includes statistical summaries, management reports, charts, and related documentation.

(a) Recordkeeping copy (paper).

### **Disposition:** Temporary.

Destroy when 20 years old or when superseded, whichever is later.

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

### **Disposition:** Temporary.

Destroy/delete within 180 days after recordkeeping copy has been produced.

## 20. Course Files – Registrar

### **Description:**

Internal Training. Arranged by course code and title. Includes class/ completion roster, copies of Form DS-755 (*Request for Training*), copies of certificates of course completion, copies of Form SF-182 (*Request, Authorization, Agreement and Certification of Training*) and related correspondence.

(a) Recordkeeping copy (paper).

### **Disposition:** Temporary.

Retire to records storage center when 1 year old. Destroy when 5 years old. Supersedes N1-59-94-43, Item 58.

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

### **Disposition:** Temporary.

Destroy/delete within 180 days after recordkeeping copy has been produced.

**21. Requests for Training (Form DS-755 and Form SF-182)**

**Description:**

Copies of Form DS-755 (*Request for Training*) and copies of Form SF-182 (*Request, Authorization, Agreement and Certification of Training*) for training offered at the National Foreign Affairs Institute (NFATC).

(a) Recordkeeping copy (paper)

**Disposition:** Temporary.  
Destroy when 2 years old.

(b) Electronic version of training forms.

**Disposition:** Temporary.  
Delete when 2 years old.

**DispAuthNo:** GRS 23, Item 1.

**22. Room Reservations Spreadsheets**

**Description:**

(a) Spreadsheets with classroom reservations at the Diplomatic Security Training Center (DSTC).

**Disposition:** Temporary.  
Destroy copies when 1 year old.

(b) Electronic version of training form

**Disposition:** Temporary.  
Delete when 1 year old.

**23. Incoming and Outgoing Package Delivery Spreadsheets**

**Description:**

Spreadsheets that track express mail packages (UPS, Federal Express, DHL), coming in and going out.

**Disposition:**  
Destroy copies when 1 year old.

(b) Electronic version of training forms.  
**Disposition:** Temporary. Delete when 1 year old.

**DispAuthNo:** GRS 12, item 6a.



## **24. Blanket Purchase Agreement Files**

**Description:**

Contain copies of invoices, memorandums, order registers on BPA's covering accounting data, fiscal data, and funding information.

**Disposition:** Temporary.

Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.

## **25. Blanket Purchase Transactions Files**

**Description:**

Contain transmittal sheets on BPA's covering accounts receivable, copies of open and closed purchase orders, parts, requisitions, salvage reports, and vendor information.

**Disposition:** Temporary.

Cut off file at the end of each fiscal year. Destroy 3 years after completion of contract.

## **26. Credit Card Transactions**

**Description:**

Records pertaining to training for other agency personnel, including underlying forms such as SF-182, Request, Authorization, Agreement and Certification of Training.

**Disposition:** Temporary.

Destroy 6-years from the date of card purchase.

## **27. External Training Support Files**

**Description:**

Contain copies of Form SF-182 (*Request, Authorization, Agreement and Certification of Training*), schedule of classes, vendor registration, and copies of waiver approval. Arranged alphabetically by student's name.

**Disposition:** Temporary.

Destroy when 3 years old. Supersedes N1-59-94-43, Item 57.