

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Department of State	
2. MAJOR SUBDIVISION Foreign Service Institute	
3. MINOR SUBDIVISION Executive Director for Management (FSI/EX) - Office of the Registrar	
4. NAME OF PERSON WITH WHOM TO CONFER Margaret E. Keapproth	5. TELEPHONE (202) 663-2170

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-059-08-7</i>	
DATE RECEIVED <i>3/11/08</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>5/20/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE <i>3/3/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE Tasha M. Thian <i>[Signature]</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached.		

12 10/5/08 copies sent to agency & DWMW

**Foreign Service Institute – Executive Director for Management –
Office of the Registrar (FSI/EX/REG)
Records Disposition Schedule**

1. Management Reports Files - Registrar

Description: Management Reports - FSI Training. Records include pre-billing by month, quarter, and end of year; Final of Schedule of Courses; Matrices Reports; and Monthly Enrollment and Verification Billing Reports listed by school.

Disposition: Temporary. Destroy when updated, no longer needed, or when 3 years old, whichever is sooner.

DispAuthNo: New item - formerly N1-59-99-17, item 61a(1)

2. Annual Reports Files - Registrar

Description: Annual Reports - Internal and External Training. Annual compilation of training data for both internal and external training. Includes statistical summaries, charts, and related documentation.

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 Destroy when 20 years old, or when superseded, whichever is later.

DispAuthNo. N1-59-99-17, item 61b(1)

3. Internal Training Course Files – Registrar

Description: Internal Training. Arranged by course title. Records include class roster, copies of DS-755, training request forms, and related correspondence.

Disposition: Temporary. Retire to records center when 1 year old. Destroy when 10 years old.

DispAuthNo: New item - formerly N1-59-99-17, item 62a(1)

- 4. External Training Course Files - Registrar**
- Description:** External Training. Filed by month, and therein alphabetically by name of student. Regardless of media, records include copies of SF-182, training request form, course evaluation, Training Agreement, and related documentation.
- Disposition:** Temporary. Retire to records center when 1 year old. Destroy when 10 years old.
- DispAuthNo:** New item – formerly N1-59-99-17, item 62b(1)
- 5. Credit Card Transactions**
- Description:** Records pertaining to FSI Merchant Status Credit Card Transactions for external training, to include underlying forms such as SF-182, Request, Authorization, Agreement and Certification of Training.
- Disposition:** Temporary. Destroy 6-years from the date of card purchase.
- DispAuthNo:** N1-59-99-22, item 62c
- 6. Student Travel Voucher Register - Registrar**
- Description:** Lists, by day, of students who turned in travel vouchers.
- Disposition:** Temporary. Destroy when 3 years old.
- DispAuthNo:** N1-59-99-17, item 63a
- 7. Student Travel Voucher Register - Registrar**
- Description:** Copies of payroll checks filed by pay period, and alphabetically therein by name of recipient.
- Disposition:** Temporary. Destroy when 3 years old.
- DispAuthNo:** N1-59-99-17, item 64
- 8. State Magazine Inserts - Registrar**
- Description:** Records consist of FSI course schedules and announcements for publishing in State Magazine.
- Disposition:** Temporary. Destroy when 6 months old.
- DispAuthNo:** New item - formerly N1-59-99-17, item 66a