


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-59-88-13	DATE RECEIVED 1-15-88
1 FROM <i>(Agency or establishment)</i> Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Under Secretary for Management		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Family Liaison Office			
4 NAME OF PERSON WITH WHOM TO CONFER Alice L. Murray	5 TELEPHONE EXT 647 - 0321	DATE 4/26/88	ARCHIVIST OF THE UNITED STATES 

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 1/14/88	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Kathleen M. Lannon Chief, Records Management Staff
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	Community Liaison Office (CLO) Country/Post Files. These are general files on each country/post at which there is a Community Liaison Office (CLO). These files are continually updated, and include correspondence to and from persons seeking Family Liaison Office assistance and correspondence regarding CLO activities at post DESTROY when no longer needed.	NC1-59-84-3, Item 3	
2.	Community Liaison Office (CLO) Coordinator Personnel Files. These contain personnel records on persons hired as CLO's at posts overseas. They include application forms, telegrams offering employment, etc. a. Records on persons hired prior to January 1, 1984. These are not in the Official Personnel Folders maintained in the Department FORWARD to PER/MGT/RR/P for retention	NC1-59-84-3 Item 4a	
	b. Records on persons hired after January 1, 1984. These are duplicates of those in the Official Personnel Folders maintained in the Department. DESTROY upon separation or transfer of employee or when 1 year old, whichever is sooner.	NC1-59-84-3, Item 4b	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusion Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2	c. Computerized list of all CLO Coordinators with dates of tenure and terms of employment Destroy when no longer needed		
3.	Unofficial Personnel Files		
	a. Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc. REVIEW annually and destroy superseded or obsolete documents	GRS 1, Item 18	
	b. Records on M/FLO employees duplicated in or not appropriate for the Official Personnel Folder. DESTROY 1 year after transfer or separation		
4.	Support Services Files These include a Background Information Sheet that contains basic data on the case and services rendered. These may be name-retrievable or retrievable by case type.		
	a. Divorce Cases.		
	1. List of individuals assisted. RETAIN in M/FLO until no longer needed		
	2. Individual case files DESTROY 3 years after last action or when no longer needed	NC1-59-84-3, Item 6a	
	b. All other cases. DESTROY 1 year after last action or when no longer needed.	NC1-59-84-3, Item 6b	
5	Evacuation Files. These files document support services provided to employees and dependents of all foreign affairs agencies who are evacuated from an overseas post		

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5.	a. Card Files. These are kept by name of person/family assisted, and include basic information on date and nature of services rendered. DESTROY 1 year after last action or when no longer needed	NC1-59-84-3, Item 7a	
	b. Case Files. These are kept by name of person/family assisted, and include information on services provided DESTROY 1 year after last action or when no longer needed	NC1-59-84-3, Item 7b	
	c. Country Files. These include correspondence, lists of names of persons evacuated, evaluation forms completed by evacuees, etc DESTROY when no longer needed	NC1-59-84-3 Item 7c	
6	Education Files These include reference materials on schools in the Washington, D C area, boarding schools in the U.S and abroad, and schools at overseas posts		
	a. Case Files. These include basic data on the case and services rendered They may be retrieved by name or by case type DESTROY 1 year after last action or when no longer needed	NC1-59-84-3, Item 8a	
	b. Country/Post Files. These include information about schools available at overseas posts The material is similar to that maintained by the Department's Office of Overseas Schools, except that these files also include some evaluative information provided by individuals whose children have attended the schools The files might also include correspondence with persons such as a Community Liaison Officer at a post seeking information about schools DESTROY when obsolete or no longer needed	NC1-59-84-3, Item 8b	

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6.	<p>c. School files and computerized list of boarding schools.</p> <p>These contain information about schools, handouts, and copies of correspondence with schools.</p> <p>DESTROY when no longer needed.</p>	New	
7	<p>Employment Program Files.</p> <p>These files contain 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/FLO.</p>		
	<p>a. Bilateral Work Agreements Negotiations Files</p> <p>RETAIN in office for 10 years or until no longer needed.</p>	NC1-59-84-3, Item 9a	
	<p>b. Case files used in providing employment assistance</p> <p>DESTROY 1 year after last action or when no longer needed</p>		
	<p>c. Training Request Files.</p> <p>DESTROY when 3 years old, or no later than at end of tour of duty commenced following functional training</p>	NC1-59-84-3, Item 9c	
	<p>d. Country Files</p> <p>These include information on job opportunities and employment procedures in various countries. Also included are copies of Dependent Employment Reports sent in cable format from CLO's at post.</p> <p>DESTROY when obsolete or no longer needed</p>	NC1-59-84-3, Item 9d	
8	<p>"FLO Update"</p> <p>Copies of quarterly publication sent to all CLO Coordinators and Administrative Officers overseas.</p> <p>DESTROY Master Set when no longer needed for reference.</p>	NC1-59-84-3, Item 10	