INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-88-013

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-059-00-018

Date Reported: 11/12/2020
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO  GENERAL SERVICES ADMINISTRATION
     NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC  20408

1  FROM (Agency or establishment)
Department of State

2  MAJOR SUBDIVISION
Under Secretary for Management

3  MINOR SUBDIVISION
Family Liaison Office

4  NAME OF PERSON WITH WHOM TO CONFER
Alice L. Murray

5  TELEPHONE EXT
647-0321

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
Kathleen M. Lannon
Chief, Records Management Staff

D  TITLE

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Community Liaison Office (CLO) Country/Post Files.</td>
</tr>
<tr>
<td></td>
<td>These are general files on each country/post at which there is</td>
</tr>
<tr>
<td></td>
<td>a Community Liaison Office (CLO). These files are continually</td>
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<tr>
<td></td>
<td>updated, and include correspondence to and from persons</td>
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<tr>
<td></td>
<td>seeking Family Liaison Office assistance and correspondence</td>
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<tr>
<td></td>
<td>regarding CLO activities at post.</td>
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<tr>
<td></td>
<td>DESTROY when no longer needed.</td>
</tr>
<tr>
<td>2</td>
<td>Community Liaison Office (CLO) Coordinator Personnel Files.</td>
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<tr>
<td></td>
<td>These contain personnel records on persons hired as CLO's</td>
</tr>
<tr>
<td></td>
<td>at posts overseas. They include application forms, telegrams</td>
</tr>
<tr>
<td></td>
<td>offering employment, etc.</td>
</tr>
<tr>
<td>a</td>
<td>Records on persons hired prior to January 1, 1984. These</td>
</tr>
<tr>
<td></td>
<td>are not in the Official Personnel Folders maintained in the</td>
</tr>
<tr>
<td></td>
<td>Department</td>
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<tr>
<td></td>
<td>FORWARD to PER/MGT/RR/P for retention</td>
</tr>
<tr>
<td>b</td>
<td>Records on persons hired after January 1, 1984. These</td>
</tr>
<tr>
<td></td>
<td>are duplicates of those in the Official Personnel Folders</td>
</tr>
<tr>
<td></td>
<td>maintained in the Department</td>
</tr>
<tr>
<td></td>
<td>DESTROY upon separation or transfer of employee or</td>
</tr>
<tr>
<td></td>
<td>when 1 year old, whichever is sooner.</td>
</tr>
</tbody>
</table>

9  GRS OR SUPERSEDED JOB CITATION
NC1-59-84-3, Item 3

10  ACTION TAKEN (NARS USE ONLY)
NC1-59-84-3, Item 4a
NC1-59-84-3, Item 4b

STANDARD FORM 115 (REV 83)
Prescribed by GSA
FPMR (41 CFR) 101-11-4

Copies sent to agency 4/28/88

NSN 7540-00-834-4064

115-108
2. 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

   b. Records on M/FLO employees duplicated in or not appropriate or 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

   b. All other cases.

      DESTROY 1 year after last action or when no longer needed.

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.
5. CARD FILES
   a. 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

   b. 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

   c. These include correspondence, lists of names of persons evacuated, evaluation forms completed by evacuees, etc.
      DESTROY when no longer needed

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. 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

   b. 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
### 6.

- **c. School files and computerized list of boarding schools.**
  
  These contain information about schools, handouts, and copies of correspondence with schools.
  
  **DESTROY** when no longer needed.

### 7

Employment Program Files.

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.

- **a. Bilateral Work Agreements Negotiations Files**
  
  RETAIN in office for 10 years or until no longer needed.

- **b. Case files used in providing employment assistance**
  
  DESTROY 1 year after last action or when no longer needed.

- **c. Training Request Files.**
  
  DESTROY when 3 years old, or no later than at end of tour of duty commenced following functional training.

- **d. Country Files**
  
  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.
  
  DESTROY when obsolete or no longer needed.

### 8

"FLO Update"

Copies of quarterly publication sent to all CLO Coordinators and Administrative Officers overseas.

DESTROY Master Set when no longer needed for reference.