

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-59-99-17</b>	DATE RECEIVED <b>08/02/99</b>
1 FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Foreign Service Institute			
3 MINOR SUBDIVISION		DATE <b>9-15-99</b> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE 202 261-8339		
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>29</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 <b>7/26/99</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Pepe</i>	TITLE Department of State 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.		

*9/27/1999 cbc copies sent to: agency, NWMD, NWCS, NWMW*

**CHAPTER 9  
FOREIGN SERVICE INSTITUTE RECORDS**

The records described in this chapter document the policies, procedures, and administration of the Foreign Service Institute in furnishing training and instruction in the field of foreign relations.

**Section 1 GENERAL**

**OFFICE OF THE DIRECTOR**

090101 Program Policy Files – Office of the Director.

Records that document the development and implementation of policies and procedures concerning the operation of the Foreign Service Institute.

a. Recordkeeping copy (paper).

**DISPOSITION:** Permanent. Retire to the Records Service Center (RSC) 1 year after the end of the Director or Deputy Director's tenure for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 25 years old. (NN-173-84, item 1)

b. Electronic copy.

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

**RECORDS COMMON TO ALL SCHOOLS/CENTERS**

090105 Subject Files.

Memorandums, telegrams, and other documentation on training program administration, including information on classes, curriculum, design, development, budget, procurement, evaluations, liaison, weekly activity reports, and other related subjects.

a. Recordkeeping copy (paper).

**DISPOSITION:** Cut off at end of each calendar year. Destroy when 3 years old.

b. Electronic copy

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

090106 Course Files.

a. Correspondence, reports and other documentation on organization and enrollment of classes, correspondence with speakers, course agendas, class schedules, security clearance and biographic data, rosters, evaluations, surveys, lesson plans, etc.

(1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 5 years old or no longer needed, whichever is sooner. (NN-173-84, item 43)

(2) Electronic copy.

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

b. Course presentation files consisting of one designated master set of the presentation used by an instructor for each course offered by the school/center. Materials include diskettes, tapes; instructor's materials, handouts; audiovisual aids (films, slides, sound recordings, transparencies); etc.

(1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy 10 years after materials become inactive or obsolete. (N1-59-87-1, item 1)

(2) Electronic copy.

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

- 090107 Speaker Files.
- Consist of correspondence with speaker, speaker bio, copies of honoraria payments.
- a. Recordkeeping copy (paper).  
**DISPOSITION:** Destroy when 3 years old.
  - b. Electronic copy.  
**DISPOSITION:** Destroy/delete within 180 days after recordkeeping copy has been produced.
- 090108 Student Files. Excludes Warrenton Training Center, for which see Item 090805.
- Consist of correspondence with student, university, or sponsoring agency; copies of application for training, training evaluation reports or grade reports; transcripts; consultation notes; and progress reports.
- a. Recordkeeping copy (paper).  
**DISPOSITION:** Destroy when 3 years old or no longer needed. (NN-173-84, item 44)
  - b. Electronic copy.  
**DISPOSITION:** Destroy/delete within 180 days after recordkeeping copy has been produced.
- 090109 Student Bio Cards.
- Locator cards include student name, Social Security Number, current telephone number, course(s) currently enrolled.
- DISPOSITION:** Destroy when 1 year old. (NN-173-84, item 45)
- 090110 Correspondence Files.
- a. Routine telegrams to and from posts.
    - (1) Recordkeeping copy (paper).  
**DISPOSITION:** Destroy when 3 months old.

- (2) Electronic copy.

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

- b. Copies of routine communications of all types that are kept for information purposes only.

**DISPOSITION:** Block annually. Destroy when 2 years old. (GRS 23, item 7a)

090111 Training Evaluation Reports.

Copies of student training evaluation reports such as DS-1106, with transmittal letter. Originals sent to appropriate agency or to Personnel files

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 5 years old. (NN-173-84, item 26).

- b. Electronic copy.

**DISPOSITION:** Destroy/delete within 180 days after recordkeeping copy has been produced

090112 Working Files.

Files maintained by individuals, for their own use, used as reference; duplicate information filed in subject files.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy at end of project.

- b. Electronic copy.

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

090113 Project Files.

Project files are working files of studies, reports, briefing papers for hearings, etc.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 20 years old or no longer needed, whichever is sooner.

- b. Electronic copy.

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

Section 2 THE SENIOR SEMINAR

090201 Seminar Member Files.

a. Biographic data and training evaluation reports.

(1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy 3 years after file is cut off. (NN-173-84, item 7a)

(2) Electronic copy.

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

b. Copies of correspondence prepared by the member when arranging Seminar activities; reports and other materials related to Seminar trips and other activities.

(1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old. (NN-173-84, item 7b)

(2) Electronic copy.

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

c. February Research Projects. Consist of research papers and background materials.

(1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old. (NN-173-84, item 7c)

(2) Electronic copy.

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

090202 Seminar General Administrative Files.

- a. Correspondence and other documentation pertaining to personnel, travel and supply.

- (1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old. (NN-173-84, item 8a)

- (2) Electronic copy.

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

- b. Data on curriculum, seminar projects, etc.

- (1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 5 years old. (NN-173-84, item 8b)

- (2) Electronic copy.

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

- c. Dean and Associate Dean staff chronological file, maintained by month.

**DISPOSITION:** Destroy when 2 years old or no longer needed, whichever is sooner.

- d. Travel Voucher Files.

Copies of travel vouchers filed by name of traveler. Obligation copy filed elsewhere.

- (1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old.

- (2) Electronic copy.

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

090203 Speaker Files.

Filed by name of speaker. Consist of correspondence with speaker outlining purpose of seminar, general nature of speech, synopsis of speech, and speaker evaluation.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 5 years old.

- b. Electronic copy.

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

090204 Class Files.

One file per class (class of about 30 members convenes once a year). Consists of copies of training request forms, correspondence with member's agency, class roster, and curriculum notes.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy 3 years after file is cut off.

- b. Electronic copy.

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

090205 Trip Files.

Consist of information pertaining to arrangements made for class trips, including information on contacts, copies of travel orders, and trip schedule.

- a Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old.

b. Electronic copy.

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

**Section 3 CAREER TRANSITION CENTER**

090301 CTC Policy and Precedent Files.

Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Career Transition Center.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 30 years old.

- b. Electronic copy.

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

090302 Participant Files.

- a. Talent Bank Participant Files.

Consist of registration forms and supporting documentation submitted by applicants for the US State Department, USAID, USIA, FAS, FCS Talent Bank.

**DISPOSITION:** Destroy 2 years after case becomes inactive.

- b. Job Search Program Participant Files.

Include applications for training, copies of retirement agreements, resumes, copies of resume cover letters, counselor notes on individual consultations, participant's answers to possible interview questions, book reviews, and bi-weekly reports of job search activities.

- (1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy 3 years after case becomes inactive. (NN-173-148, item 2)

- (2) Electronic copy.

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

090303 Job Leads Files.

a. Correspondence with Prospective Employers.

Correspondence with colleges, universities, firms and organizations regarding job opportunities not related to individual applicants.

(1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 1 year old. (NN-173-148, item 1)

(2) Electronic copy.

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

b. Contact Lists.

Copies of printed lists containing names, addresses and other information on prospective employers.

(1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when obsolete or superseded.

(2) Electronic copy.

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

090304 Interagency Agreements.

Agreements between State and other agencies participating in the career transition program

a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy 3 years after agreement is terminated.

b. Electronic copy.

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

**Section 4 OVERSEAS BRIEFING CENTER**

090401 OBC Policy and Precedent Files.

Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Overseas Briefing Center.

a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 30 years old.

b. Electronic copy.

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

090402 Culture Guides.

Guides written by Department personnel or purchased from vendors which describes a nation's customs, culture, religious practices, family structure, weather, social practices, transportation and shopping.

a. Master copy.

**DISPOSITION:** Keep master until update has received final approval. Destroy master when 5 years old.

b. Copyrighted materials.

**DISPOSITION:** Keep permission to use copyrighted materials with master copy of the Culture Guide as long as copyrighted material is in the Culture Guide.

c. Electronic files.

**DISPOSITION:** Maintain on system until the approval of the update and a new master is in place.

d. Working Files.

**DISPOSITION:** Destroy 1 year after publication.

090403 Returnee Cards.

DS-1895, Returnee File, cards that individuals returning from overseas may voluntarily complete and place on file in the Overseas Briefing Center indicating their willingness to talk with employees and family members who are seeking information on the returnee's former post of assignment. Filed by country name.

**DISPOSITION:** Destroy when 2 years old or when active agency use ceases.

090404 Publications.

Publications produced by the Overseas Briefing Center, including "What Do I Do Now? A Sourcebook on Regulations, Allowances, and Finances," "Protocol for the Modern Diplomat," the "Foreign Service Assignment Notebook," and "Where in the World Are You Going?"

a. Master copy.

**DISPOSITION:** Keep master until update has received final approval. Destroy master when 5 years old.

b. Electronic Files.

**DISPOSITION:** Maintain on system until the approval of the update and a new master in place.

**Section 5 SCHOOL OF LANGUAGE STUDIES**

090501 Policy and Precedent Files.

Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Language Studies.

a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 30 years old. (NN-173-84, item 24a)

b. Electronic copy.

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

090502 Student Learning Style Files.

Records are confidential, used only for purposes of research and to assist students. Students are assured that these files will not become part of their official training records, and will not be shared outside the 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 10 years old or when no longer needed, whichever is later.

b. Electronic records. 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.

090503 Language Publications – General File

Correspondence concerning reproduction, availability, etc., of language publications; requisitions for publications and materials.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 1 year old. (NN-173-84, item 29)

- b. Electronic copy.

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

090504 Biweekly Report of Instructor Time Utilization.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 1 year old. (NN-173-84, item 30)

- b. Electronic copy.

**DISPOSITION:** Destroy/delete with 180 days after recordkeeping copy has been produced.

090505 Interagency Files.

Reports, letters, minutes of meetings, fund transfer documents, agreements, and proposals used to secure funding for FSI programs.

- a. Recordkeeping copy (paper)

**DISPOSITION:** Destroy 5 years after completion of project.

- b. Electronic copy.

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

**OVERSEAS SCHOOLS**

090510 Overseas Language Training – General Files.

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

a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 30 years old. (NN-173-84, item31)

b. Electronic copy.

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

**TESTING UNIT**

090520 Employee Case Files – Testing Unit.

Filed by employee name. Files include Modern Language Aptitude Test (MLAT); Linguist's copy, DS-1534, Language Proficiency Report; DS-651, Report of Training in Language/Area Skills; Training Evaluation Reports; and case notes.

a. Recordkeeping copy (paper).

**DISPOSITION:** Retire to RSC after 10 years of no activity for transfer to WNRC. Destroy when 35 years old. (NN-173-84, item 38)

b. Electronic copy.

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

090521 Language Testing General Correspondence Files.

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. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 5 years old. (NN-173-84, item 39)

b. Electronic copy.

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

~~090522~~

~~Testing Unit - Electronic Database.~~

~~Includes information about student, agency of employment, dates of language proficiency tests and scores, and MLAT scores.~~

~~**DISPOSITION:** Destroy an individual's record 75 years after date of birth of individual~~

*W/drawn per discussion  
with Marria Braden, DOS,  
on 07/29/99.  
MAH 08/03/99*

**Section 6 SCHOOL OF PROFESSIONAL AND AREA STUDIES**

090601 Policy and Precedent Files.

Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Professional and Area Studies.

a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 30 years old. (NN-173-84, item 42a)

b. Electronic copy.

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

090602 Correspondence Examinations.

Returned examinations given by correspondence course.

a. Passed exams.

**DISPOSITION:** Destroy when 3 months old.

b. Failed exams

**DISPOSITION:** Destroy when 1 month old.

090603 Academic Affairs.

Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

a University Students – General Correspondence Files.

(1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 5 years old. (NN-173-84, item 46)

- (2) Electronic copy.

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

- b. University Students – Student Files. Correspondence with student and university regarding student, evaluation of student’s work, biographic data, etc.

- (1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old. (NN-173-84, item 47)

- (2) Electronic copy.

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

090604 Reader’s Guides and Bibliographies.

Publications designed to be a resource for those with an interest in specific area studies, such as the *EuroGuide* and the *Guide to France*. Many different sources are consulted in the production and frequent updates of the journal to keep them current. Information updated, researched and produced as determined by the course Chair.

- a. Master copy.

**DISPOSITION:** Destroy 5 years after updating and a new master is in place.

- b. Copyrighted materials.

**DISPOSITION:** Keep permission to use copyrighted materials in FSI master files as long as the copyrighted material is in the Reader’s Guide.

- c. Electronic files.

**DISPOSITION:** Maintain back-up cassette tapes or on the system until the approval of the update and a new master copy is in place.

**Section 7 ADMINISTRATIVE OPERATIONS**

090701 Policy and Program Files.

Policy and procedural material that establishes, discusses, or defines the policies and procedures of the FSI Executive Office

a. Recordkeeping copy (paper)

**DISPOSITION:** Destroy when 30 years old.

b. Electronic copy.

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

**AUDIOVISUAL FACILITY**

090710 Audiovisual General Correspondence File.

Correspondence, reports and other documentation concern the administration and operation of the audiovisual function.

a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old. (NN-173-84, item 55)

b. Electronic copy.

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

090711 Film/Videotape Register.

List of motion picture films and videotapes available for use in classes at FSI. Maintained electronically.

**DISPOSITION:** Destroy when 10 years old, or when superseded, whichever is later. (NN-173-84, item 56)

090712 Audiovisual Project Request (Graphics/Videos).  
**DISPOSITION:** Destroy when 3 years old. (NN-173-84-, item 57)

090713 Photo Archives.  
**DISPOSITION:** Destroy when 30 years old, or when superseded, whichever is later.

090714 Orientation and Training Films.  
  
Agency-sponsored orientation and training films consisting of motion pictures and videotapes about foreign affairs issues and policies. Films are used to train and orient personnel for overseas duties and are mainly developed for internal use.  
**DISPOSITION:** Destroy when 10 years old, or when superseded, whichever is later. (N1-59-87-3, item 1)

**BUDGET**

090720 Budget Book File.  
  
Correspondence, working papers and other documents related to annual budget submissions.

a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 10 years old. (NN-173-84, item 72)

b. Electronic copy.

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

090721 Obligation Documents.  
**DISPOSITION:** Destroy when 3 years old. (NN-173-84, item 74)

**GENERAL SERVICES**

090730 Parking Program Files.

- a. Applications for parking permits.

**DISPOSITION:** Destroy applications at the end of the parking season.

- b. General information.

- (1) Recordkeeping copy (paper).

**DISPOSITION:** Destroy after projects are completed.

- (2) Electronic copy.

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

090731 Building and Equipment Service Files.

Requests for building and equipment maintenance services, including fiscal copies.

- a. Recordkeeping copy (paper)

**DISPOSITION:** Destroy 3 months after work is performed or requisition is canceled. (GRS 11, item 5)

- b. Electronic copy.

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

090732 Mail Room Records.

Relating to incoming and outgoing registered mail pouches, registered, certified, insured, overnight, express and special delivery mailing, including receipts and return receipts.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 1 year old. (GRS 12, item 5a)

- b. Electronic copy.

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

090733 Telephone Records.

Telephone statements and toll slips

**DISPOSITION:** Destroy 3 years after period covered by related documents. (GRS 3, item 10)

**LIBRARY AND MULTIMEDIA SERVICES**

090740 Master Language Tapes/CDs.

**DISPOSITION:** Destroy when replaced by a revised edition or when no longer required for use by FSI. (NC1-59-76-16, item 3)

090741 After-Hours Log.

Log of students' after-hours use of the Language Lab.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 1 year old or no longer needed. (NC1-59-76-16, item 2)

- b. Electronic copy.

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

090742 Monthly Lab Reservation Schedule.

Shows days when FSI classes have reserved Lab space. Used to compile monthly statistical reports.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 1 year old or no longer needed.

- b. Electronic copy.

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

**PERSONNEL**

090750 Summer Intern Program Files.

Includes a file of general correspondence with colleges and universities regarding the summer intern program; case files on prospective interns concerning mainly requests for appointment and FSI replies.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old. (NN-173-84, item 27)

- b. Electronic copy.

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

**REGISTRAR**

~~090760~~ Registration Database.

~~Electronic file includes information about student (name, Service category and grade, sex, Social Security Number, date of birth, agency, sex) and courses in which student enrolled (course title and number, dates). May include location of course, and other course information, and foreign language proficiency test scores.~~

~~**DISPOSITION:** Destroy when 75 years old, or when superseded, whichever is later. (NC1-59-83-4, item 13)~~

w/drawn per discussion  
with Marria Braden,  
DOS, on 07/29/99.  
MRH 08/03/99

090761

Reports Files.

- a. Management Reports – FSI Training. Includes pre-billing by month, quarter, and end of year; Final of Schedule of Courses; Matrice Reports; and Monthly Enrollment Statistical Summary (MESS) listed by school.

- (1) Recordkeeping copy (paper).

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

- (2) Electronic copy.

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

- b. Annual Reports – Internal and External Training.

Annual compilation of training data for both internal and external training. Includes statistical summaries, charts, and related documentation

- a. Recordkeeping copy (paper)

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

- b. Electronic copy.

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

090762

Course Files.

- a. Internal Training.

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

- (1) Recordkeeping copy (paper).

**DISPOSITION:** Retire to RSC when 1 year old for transfer to WNRC. Destroy when 5 years old.

- (2) Electronic copy.

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

- b External Training.

Filed by month, and therein alphabetically by name of student. Includes copies of SF-182, training request form, course evaluation, Training Agreement, and related documentation.

- (1) Recordkeeping copy (paper).

**DISPOSITION:** Retire to RSC when 1 year old for transfer to WNRC. Destroy when 5 years old.

- (2) Electronic copy

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

090763 Student Travel Voucher Register.

Lists, by day, of students who turned in travel vouchers.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 3 years old.

- b. Electronic copy.

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

090764 Copies of Student Payroll Checks.

Copies of payroll checks filed by pay period, and alphabetically therein by name of recipient.

**DISPOSITION:** Destroy when 3 years old.

090765 EEO Reports.

Copies of quarterly reports on diversity training. Originals sent to PER.

a. Recordkeeping copy (paper).

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

b. Electronic copy.

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

090766 State Magazine Inserts.

a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 2 years old.

b. Electronic copy.

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

**Section 8 SCHOOL OF APPLIED INFORMATION TECHNOLOGY**

090801 Policy and Precedent Files

Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the School of Applied Information Technology.

- a. Recordkeeping copy (paper).

**DISPOSITION:** Destroy when 30 years old.

- b. Electronic copy

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

**WARRENTON TRAINING CENTER**

090805 Student Files.

Telegrams and other documentation on individual training received covering attendance records, certifications, classes, courses, curriculums, evaluations, funding, instructor notes, rosters, schedules, transcripts, travel vouchers, and other related subjects.

- a Recordkeeping copy (paper).

**DISPOSITION:** Cut off at termination of employment with Department. Retire to RSC 1 year after cut off date for transfer to WNRC. Destroy 5 years after cut off date. (N1-59-96-2-, item 2)

- b Electronic copy.

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