

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<i>NCI-59-84-3</i>	
DATE RECEIVED	
<i>3-2-84</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>4-30-84</i> Date	<i>[Signature]</i> Archivist of the United States

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. Harris

5 TEL EXT
632-8806

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
2/29/84	<i>[Signature]</i>	Acting Chief, Records Management Staff

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Family Liaison Office Files</u></p> <p>The Family Liaison Office (M/FLO) was established under mandate of the Foreign Affairs Act of 1980. The office provides services to families of employees of all foreign affairs agencies. The office conducts liaison with auxiliary offices at 201 overseas posts at which Community Liaison Officers (CLO's) provide similar services.</p> <p>1. Policy and Procedures Files.</p> <p>Includes material on the establishment of the office, and policies and procedures governing its operation.</p> <p style="text-align: center;">Destroy when 25 years old.</p> <p>2. Subject Files.</p> <p>Include general material on the various areas of service provided, such as matters dealing with <i>employment, education, and support services provided by the office;</i> allowances, foreign born spouses, education counseling; referrals, and employment; activities such as Around the World in a Lifetime (AWAL), an organization for Foreign Service teen-agers; relations with the</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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3.	<p>Association of American Foreign Service Women (AAFSW); and presentations given to audiences such as the Foreign Service Institute's Terrorism Seminar.</p> <p>Destroy when <i>10</i> years old <i>or sooner if no longer needed.</i></p> <p>Community Liaison Office (CLO) Country/Post Files.</p> <p>These are general files on each country/post at which there is a Community Liaison Office (CLO). The files include correspondence to and from persons seeking FLO assistance, and correspondence regarding CLO activities at posts.</p> <p>Destroy when 3 years old.</p>		
4.	<p>Community Liaison Office (CLO) Coordinator Files.</p> <p>These contain personnel records on persons hired as CLO's at posts overseas. They include application forms, telegrams offering employment, etc.</p> <p>a. Records on persons hired prior to January 1, 1984. These are not duplicated in official State Department Personnel Files.</p> <p>Retire 5 years after last action. Destroy 12 years after last action.</p> <p>b. Records on persons hired after January 1, 1984. These are duplicated in official State Department Personnel Files.</p> <p>Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. (GRS 1, item 10)</p>		
5.	<p>Personnel Files.</p> <p>a. Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc.</p> <p>Review annually and destroy superseded or obsolete documents. (GRS 1, item 18a)</p> <p>b. Records on M/FLO employees duplicated in or not</p>		

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6.	<p>appropriate for the official Personnel Folder.</p> <p>Destroy 1 year after separation or transfer. (GRS 1, item 18a)</p> <p>Support Services Files.</p> <p>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.</p> <p>a. Divorce Cases.</p> <p>Destroy 3 years after last action or when no longer needed.</p> <p>b. All other cases.</p> <p>Destroy 1 year after last action or when no longer needed.</p>		
7.	<p>Evacuation Files.</p> <p>These files document support services provided to employees and dependents of all foreign affairs agencies who are evacuated from an overseas post.</p> <p>a. Card Files.</p> <p>These are kept by name of person/family assisted, and include basic information on date and nature of services rendered.</p> <p>Destroy 1 year after last action or when no longer needed.</p> <p>b. Case Files.</p> <p>These are kept by name of person/family assisted, and include information on services provided.</p> <p>Destroy 1 year after last action or when no longer needed.</p> <p>c. Country Files.</p> <p>Include correspondence, lists of names of persons</p>		

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8.	<p>evacuated, evaluation forms completed by evacuees, etc.</p> <p style="text-align: center;">Destroy 8 year¹⁰ after evacuation is over, or no later than 10 year after last action ^{sooner} <i>if no longer needed.</i></p> <p>Education Files.</p> <p>These are kept to assist employees with selection of schools for their children.</p> <p>a. Client Files.</p> <p>These are kept by name of individual assisted. Student records may be sent for review, but are returned or destroyed and not kept in the files. The files do include copies of correspondence and notes on services provided.</p> <p style="text-align: center;">Destroy 3 years after last action or when no longer needed.</p> <p>b. Country/Post Files.</p> <p>These include information about the 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.</p> <p style="text-align: center;">Destroy when obsolete or no longer needed.</p>		
9.	<p>Employment Program Files.</p> <p>These files contain reference material on employment opportunities in the Washington 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>		

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	<p>a. Bilateral Work Agreements Negotiations Files.</p> <p style="padding-left: 40px;">Retain in office for 10 years or until no longer needed.</p> <p>b. Skills Bank Print-outs and source documents.</p> <p style="padding-left: 40px;">Destroy.</p> <p>c. Training Request Files.</p> <p style="padding-left: 40px;">These include SF-171 application, Checklist for Spouse Training application, and notes on action taken.</p> <p style="padding-left: 40px;">Destroy when 3 years old, or no later than at end of tour of duty commenced following functional training.</p> <p>d. Country Files.</p> <p style="padding-left: 40px;">These describe 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 style="padding-left: 40px;">Destroy when 3 years old.</p> <p>e. Reference Files.</p> <p style="padding-left: 40px;">Retain in office until obsolete or no longer needed.</p>		
10.	<p>"FLO Update".</p> <p>Copies of monthly publication ^{newsletter} sent to all CLO coordinators and administrative officers overseas.</p> <p>Retain ^{Destroy} Master Set for 5 years, ^{when} Destroy all other copies when 1 year old. ^{old. (3)}</p>		