

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D C 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
Deputy Under Secretary for Management

3 MINOR SUBDIVISION
Foreign Service Institute

4 NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy

5 TEL EXT
23214

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK **RG 59**

DATE RECEIVED
OCT 25 1972

JOB NO.
NN-173-84

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 with drawn in column 10

12-5-72 *James E. O'Hall*
Date ACTING Archivist of the United States

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 ~~13~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

10/16/72 *Ronald J. Simon* Chief, Records Services Division
(Date) (Signature of Agency Representative) (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p align="center"><u>Scope and Application of Schedule</u></p> <p>This schedule applies to records of the types described below created and/or accumulated by the Foreign Service Institute or by any other office of the Department should the function be transferred, or to records of a similar nature maintained elsewhere in the Department. It represents a revision of schedule II-NN-3451.</p> <p align="center">GENERAL</p> <p>1 <u>Program Policy Files - Office of the Director.</u> Records documenting the development and implementation of policies and procedures concerning the operation of the Foreign Service Institute.</p> <p align="center">Retire inactive files to RSC. PERMANENT</p> <p>2 <u>Office Administration Files.</u> Consists of correspondence and documents pertaining to the "running of the office" and concerning matters for which other offices have primary responsibility.</p> <p align="center">Destroy when 2 years old.</p>		

74 items

*Work to be done by 13 Nov 72.
Returned with attached memo 16 Nov 72.*

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3	<p><u>Diplomat in Residence General Subject Files</u>. Consists of general information regarding the Diplomat in Residence Program, correspondence with university officials regarding the program, participants reports on the program.</p> <p style="text-align: center;">Retire inactive files to RSC. <u>PERMANENT</u></p>		
4	<p><u>University Student Admissions Files</u>. Correspondence with the student and university concerning nomination, acceptance and related matters.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
5	<p><u>Diplomat in Residence Case Files</u>. Correspondence with university and ambassador regarding appointment of Diplomat in Residence, and reports on and evaluation of his activities on campus.</p> <p style="text-align: center;">Destroy when 10 years old.</p>		
6	<p><u>Special Program Files</u>.</p> <p>a. <u>Foreign Affairs Research Council Case Studies</u>. Includes memos regarding specific research project proposals, correspondence with research contractor, copy of research project proposed, copies of Council reports, etc.</p> <p style="text-align: center;">Destroy when 2 years old.</p> <p>b. <u>Labor Officer Training Records</u>. Includes correspondence and reports concerning the Labor Training Program, proposals for changes, etc.</p> <p style="text-align: center;">Destroy when 3 years old.</p> <p>c. <u>Armed Services College Files</u>. Includes copies of miscellaneous administrative correspondence, printed and processed material concerning the college.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		

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7	<p style="text-align: center;">SENIOR SEMINAR RECORDS</p> <p><u>Seminar Participant Case Files.</u></p> <p>a. Bio data and training evaluation reports.</p> <p style="padding-left: 40px;">Retain until officer has left Government service or deceased.</p> <p>b. Copies of all correspondence prepared by Participant; Study Reports.</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p>c. Case Study.</p> <p style="padding-left: 40px;">Destroy when 10 years old.</p>		
8	<p><u>Seminar General Administrative Files.</u></p> <p>a. Personnel, travel, supply.</p> <p style="padding-left: 40px;">Destroy when 3 years old.</p> <p>b. Data on curriculum, seminar projects, etc.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p>		
9	<p><u>Speaker Files.</u> Consists of correspondence with speaker outlining purpose of seminar, general nature of proposed speech, brief synopsis of speech, speaker evaluation. Includes organization files pertaining to visits to various governmental and non-governmental organizations with data concerning briefings and presentations.</p> <p style="padding-left: 40px;">Destroy when 10 years old.</p>		
10	<p style="text-align: center;">RECORDS OF THE FOREIGN AFFAIRS EXECUTIVE SEMINAR</p> <p><u>General Correspondence and Reference File.</u></p> <p>a. <u>Policies and Procedures.</u> Includes correspondence, reports and other documentation of the policies and procedures of the Foreign Affairs Executive Seminar.</p> <p style="padding-left: 40px;">Retire inactive files to RSC.</p> <p style="text-align: center;"><u>PERMANENT</u></p>		

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	<p>RECORDS OF THE FOREIGN AFFAIRS EXECUTIVE SEMINAR (cont'd.)</p> <p>b. <u>Administrative and Operational</u>. Includes correspondence, forms, reports and other documentation and reference material concerned with the administration and operation of the Foreign Affairs Executive Seminar.</p> <p>Destroy when 3 years old.</p>		
11	<p><u>Seminar Session Books</u>. Contains data on schedules, roster, course outline, reading schedule, etc.</p> <p>Retire inactive books to RSC. <u>Retain Indefinitely.</u></p>		
12	<p><u>Seminar Class File</u>. Duplicate of material in item 11, organized by session.</p> <p>Destroy when 3 years old.</p>		
13	<p><u>Country Team Papers</u>. Training exercises developed as part of seminar.</p> <p>Destroy 6 months after completion of seminar.</p>		
14	<p><u>Seminar Critiques</u>. Evaluation of seminar prepared by participants.</p> <p>Destroy when 6 months old.</p>		
15	<p><u>Transcripts of lectures</u>.</p> <p>Destroy when 3 years old.</p>		
16	<p><u>Coordinating Conference Master File</u>.</p> <p>Retire inactive files to RSC. <u>PERMANENT</u></p>		

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	<p>RECORDS OF THE CENTER FOR AREA AND COUNTRY STUDIES</p>		
17	<p><u>University Area Studies Case File.</u> Correspondence with student and/or University concerning selection, transcript, course evaluation, training evaluation reports, and University Training Reports.</p> <p style="text-align: center;">Destroy when 5 years old.</p>		
18	<p><u>Area and Country Studies - General Subject File.</u> Correspondence, reports and other documentation concerning administrative matters and program operation.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
19	<p><u>Bibliography Request File.</u> Requests from all sources for bibliographic data prepared by FSI.</p> <p style="text-align: center;">Destroy when 1 year old.</p>		
20	<p><u>Lecture Payment and Certification File.</u> Copies of request for payment, certification as to performance of services.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
21	<p><u>Universities - General Correspondence and Evaluation Files.</u> Contains general correspondence with universities, printed and processed material concerning the universities, course evaluations with accompanying syllabus or other material pertaining to the course.</p> <p style="text-align: center;">Destroy when 5 years old.</p>		
22	<p><u>Area and Country Studies Program Files.</u> Includes course schedule, request for training for all participants, audio-visual project requests, attendance record, etc.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
23	<p><u>Orientation Program Records - Fulbright Grantees.</u> Correspondence with lecturers concerning subject of lecture, course schedules, individual appointment schedules; correspondence and reports on budget, fiscal and other administrative matters.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		

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24	<p>RECORDS OF THE SCHOOL OF LANGUAGES</p> <p><u>General Subject Files - Office of Dean.</u></p> <p>a. <u>Policy and Procedural Material.</u></p> <p>Retire inactive files to RSC. <u>PERMANENT</u></p> <p>b. <u>Administrative, Information and Reference Material.</u></p> <p>Destroy when 3 years old.</p>		
25	<p><u>Transcript Request File.</u> Consists of requests by students that a transcript of their work at FSI be forwarded to a college or university, and FSI's reply.</p> <p>Destroy when 1 year old.</p>		
26	<p><u>Training and Education Reports.</u> Copies of language training evaluation reports with transmittal letter. Originals sent to appropriate agency or to Personnel Files.</p> <p>Destroy when 5 years old.</p>		
27	<p><u>Summer Intern Program Files.</u> Includes a file of general correspondence with colleges and universities regarding the summer intern program; case files on prospective interns containing mainly requests for appointment and FSI reply.</p> <p>Destroy when 3 years old.</p>		
28	<p><u>Language Record Card (DS-505).</u> Includes attached DS-1354, Language Proficiency Report.</p> <p><u>Retain in FSI.</u></p>		
29	<p><u>Language Publications - General File.</u> Correspondence concerning reproduction availability, etc. of language publications; requisitions for publications and materials.</p> <p>Destroy when 1 year old.</p>		
30	<p><u>Bi-weekly Report of Instructor Time Utilization.</u></p> <p>Destroy when 1 year old.</p>		

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	<u>Overseas Language Schools</u>		
31	<u>Overseas Language Training - General Subject File.</u> Correspondence, reports and other documentation of the administration and operation of the overseas language training program. Destroy when 5 years old.		
32	<u>Overseas Language Training - Post File.</u> Correspondence concerning operational matters at specific posts concerning personnel, equipment and similar administrative subjects. Destroy when 3 years old.		
33	<u>Overseas Language Training Program - Budget Files.</u> Correspondence and reports from posts regarding annual budget requirements for language training. Destroy when 3 years old.		
34	<u>Language Training Reports.</u> Includes reports on students and annual and semi-annual reports on the program. Destroy when 3 years old.		
35	<u>Regional Language and Area Schools - General Subject File</u> Correspondence, reports and other documentation of the operation and administration of Regional Language and Area Schools. Destroy when 10 years old.		
36	<u>Overseas Schools News Memos.</u> <u>Retain in FSI.</u>		
	<u>Testing Unit Records</u>		
37	<u>Language Proficiency Reports - Linguists Copy.</u> Contains hand written notes on various aspects of the test. Destroy when 10 years old.		

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38	<p style="text-align: center;"><u>Testing Unit Records (cont'd.)</u></p> <p><u>Modern Language Aptitude Test Record.</u></p> <p style="text-align: center;">Destroy when 10 years old.</p>		
39	<p><u>Language Testing - General Correspondence File.</u> Correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel indicating Language Proficiency Test results of Basic Officer Course, etc.</p> <p style="text-align: center;">Destroy when 5 years old.</p>		
40	<p style="text-align: center;"><u>All Language Departments</u></p> <p><u>General Correspondence and Reference Files.</u> General administrative correspondence and reports including copies of proficiency reports and class attendance reports.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
41	<p style="text-align: center;"><u>Language Laboratory</u></p> <p><u>Master Language Tapes.</u></p> <p style="text-align: center;"><u>Retain in FSI.</u></p>		
42	<p style="text-align: center;">RECORDS OF THE SCHOOL OF PROFESSIONAL STUDIES</p> <p><u>General Correspondence & Reference Files.</u></p> <p>a. Policy and procedures, including correspondence, reports and other documentation which establish, discuss or define policies and procedures in the School of Professional Services.</p> <p style="text-align: center;">Retire inactive files to RSC.</p> <p style="text-align: center;"><u>PERMANENT</u></p>		

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	<p style="text-align: center;">RECORDS OF THE SCHOOL OF PROFESSIONAL STUDIES (cont'd.)</p> <p>b. Administrative and operational material including forms, reports, correspondence and other documentation and reference material concerned with the administration and operation of the various training programs in the School of Professional Studies.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
43	<p><u>Course/Class Files</u>. Consists of correspondence, reports and other documentation on organization and enrollment of classes, correspondence with speakers, course outlines, class schedules, security clearance, biographic data rosters, evaluations, etc. Where any of the above material is maintained separately, e.g. rosters, speaker files, etc., the same retention standard applies. For material on program content, policy, procedures, SEE: Item 42 a.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
44	<p><u>Student Files</u>. Includes correspondence with student, application for training, evaluations, biographic information, etc.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
45	<p><u>Student Card Record</u>. Contains identifying information on student, course taken, grades received, etc.</p> <p style="text-align: center;">Destroy 5 years after completion of training.</p>		
46	<p><u>University Students - General Correspondence File</u>. General correspondence with universities concerning various aspects of programs offered, course contents, administrative matters. Includes catalogues and other reference material.</p> <p style="text-align: center;">Destroy when 5 years old.</p>		
47	<p><u>University Students - Student Files</u>. Correspondence with student and university regarding student, evaluations of students work, biographic data, etc.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		

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48	<p>RECORDS OF THE SCHOOL OF PROFESSIONAL STUDIES (cont'd.)</p> <p><u>Professional Studies - Student Files.</u></p> <p>Destroy when 3 years old.</p>		
49	<p><u>Selective Service Files.</u> Correspondence with employee and Draft Board concerning draft status, and related reporting requirements for all Foreign Service Officers.</p> <p>Destroy when 1 year old.</p>		
50	<p><u>Post Files - FSL Training.</u> Correspondence with post concerning nominations for program.</p> <p>Destroy when 2 years old.</p>		
ADMINISTRATIVE OPERATIONS RECORDS			
51	<p><u>Personnel General Subject Files.</u> Correspondence and other documentation relating to the administration and operation of the personnel function.</p> <p>Destroy when 6 years old.</p>		
52	<p><u>Personnel Folders.</u> Duplicates of records maintained in the Official Personnel Folder.</p> <p>a. Civil and Foreign Service Personnel.</p> <p>Destroy 1 year after transfer or separation.</p> <p>b. Excepted Service Appointments.</p> <p>Destroy 6 months after transfer or separation.</p>		
53	<p><u>Leave Record (FS-411).</u></p> <p>Destroy when 4 years old except for final leave card. Transfer final leave card to BF/FS/P for incorporation in Employee Fiscal Folder.</p>		

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	ADMINISTRATIVE OPERATIONS RECORDS (cont.)		
54	<p><u>Leave Summary (FS-411A).</u></p> <p style="text-align: center;">Destroy when 4 years old.</p>		
	<u>Audio-Visual Records</u>		
55	<p><u>Audio-Visual General Correspondence File.</u> Correspondence, reports and other documentation concerning the administration and operation of the audio-visual function.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
56	<p><u>Motion Picture Film Register.</u></p> <p style="text-align: center;">Destroy when 3 years old.</p>		
57	<p><u>Audio-Visual Project Requests.</u></p> <p style="text-align: center;">Destroy when 5 years old.</p>		
58	<p><u>Requisitions, Purchase Orders and related correspondence.</u></p> <p style="text-align: center;">Destroy when 3 years old.</p>		
	<u>Registrar's</u>		
59	<p><u>Course Record.</u> Consists of class roster, attendance roster, course schedule and related correspondence.</p> <p style="text-align: center;">Destroy when 6 years old.</p>		
60	<p><u>Training Record.</u> Request for training (DS-555).</p> <p style="text-align: center;">Destroy when 10 years old.</p>		
61	<p><u>Reports File.</u> Narrative and statistical reports, including: Enrollment Statistics, Budget, Annual Report to CSC, Interagency Training Reports, Correspondence Study Reports and After Hours Study Reports.</p> <p style="text-align: center;">Destroy when 6 years old.</p>		

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	<u>Registrar's (cont.)</u>		
62	<p><u>Interagency Training Files.</u> Consists of general correspondence, course outlines, background information and course evaluations (DS-1449a) Completion of Authorized Training.</p> <p style="text-align: center;">Destroy when 3 years old.</p>		
63	<p><u>Correspondence Courses - Student Files.</u> Includes request for training, notice of enrollment, field training application, correspondence and related documentation.</p> <p style="text-align: center;">Destroy when 2 years old.</p>		
64	<p><u>Correspondence Courses - Post File.</u> General correspondence with post concerning administration of correspondence courses, availability of courses, etc.</p> <p style="text-align: center;">Destroy when 4 years old.</p>		
	<u>General Services Records</u>		
65	<p><u>General Services Correspondence and Reference File.</u> General correspondence concerning equipment, supplies and publications services of FSI.</p> <p style="text-align: center;">Destroy when 6 years old.</p>		
66	<p><u>Purchase Orders and requisitions.</u> Includes copies of DS-1659 and related purchase orders.</p> <p style="text-align: center;">Destroy non-expendable furniture and equipment files when property is disposed of; destroy all other files when 3 years old.</p>		
67	<p><u>Equipment Card File.</u></p> <p style="text-align: center;">Destroy 3 years after disposition of related equipment.</p>		

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	<u>General Services Records (cont.)</u>		
68	<u>Non-Expendable Property Record - Furniture.</u> Destroy 3 years after discontinuance of item.		
69	<u>Travel Files.</u> Copies of Authorization for Travel. Destroy when 3 years old.		
	<u>Budget & Fiscal Records</u>		
70	<u>Budget Estimate Financial Plans and Correspondence File.</u> Includes copies of budget estimates and financial plans, justifications, adjustments and general correspondence on budget and fiscal matters. Destroy when 3 years old.		
71	<u>Cost Accounting Records.</u> Includes ledgers, reports and working papers. Destroy when 10 years old.		
72	<u>Budget Book File.</u> Correspondence, working papers and other documents related to annual budget submissions. Destroy when 10 years old.		
73	<u>Post Language Training Budget & Fiscal File.</u> Destroy after 3 fiscal years.		
74	<u>Obligation Documents.</u> Destroy when 3 years old.		