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A-04-011-43b(1)	Developmental Assignments Program.
Description:	Files of Civil Service applications for limited duration assignments into overseas Foreign Service positions. b. Unsuccessful applicants. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after year of Panel review of application for transfer to WNRC. Destroy when 7 years old.
DispAuthNo:	N1-059-00-13, item 27b(1) Date Edited: 10/1/2001
A-04-011-43b(2)	Developmental Assignments Program.
Description:	Files of Civil Service applications for limited duration assignments into overseas Foreign Service positions. b. Unsuccessful applicants. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-13, item 27b(2) Date Edited: 10/1/2001
A-04-011-44a	Limited Non-Career (Conversion) Appointments.
Description:	Non-Competitive Case Files consisting of Department of State in-house Civil Service Employees only. Records include memoranda, telegrams, pre-employment conflict of interest clearance request form (JF-1), position description, SF-171, Residency and Dependency Report, authorization for Medical examination, Notification of Personnel Action (SF-50), extension requests, etc. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after year of appointment for transfer to WNRC. Destroy when 10 years old.
DispAuthNo:	N1-059-00-13, item 28(1) Date Edited: 10/1/2001

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A-04-011-44b **Limited Non-Career (Conversion) Appointments.**

Description: Non-Competitive Case Files consisting of Department of State in-house Civil Service Employees only. Records include memoranda, telegrams, pre-employment conflict of interest clearance request form (JF-1), position description, SF-171, Residency and Dependency Report, authorization for Medical examination, Notification of Personnel Action (SF-50), extension requests, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-13, item 28(2)

Date Edited: 10/1/2001

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Board of the Foreign Service

A-04-012-01a(1) **Board of the Foreign Service (BFS) Administrative Files.**

Description: Consist of personnel, budget requests, and other administrative records.

a. Routine correspondence including reference copies of information memorandums, meeting notices, requisitions, etc.

(1) Recordkeeping copy (paper)

Disposition: TEMPORARY: Destroy when 3 years old.(NC1-59-77-3, item 1a)

DispAuthNo: N1-059-00-01, item 3a(1) **Date Edited:** 6/22/2007

A-04-012-01a(2) **Board of the Foreign Service (BFS) Administrative Files.**

Description: Consist of personnel, budget requests, and other administrative records.

a. Routine correspondence including reference copies of information memoranda, meeting notices, requisitions, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-01, item 3a(2) **Date Edited:** 9/6/2001

A-04-012-01b(1) **Board of the Foreign Service (BFS) Administrative Files.**

Description: Consist of personnel, budget requests, and other administrative records.

b. All other records, including budget files, requests.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 1b)

DispAuthNo: N1-059-00-01, item 3b(1) **Date Edited:** 9/6/2001

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A-04-012-01b(2)	Board of the Foreign Service (BFS) Administrative Files.
Description:	Consist of personnel, budget requests, and other administrative records. b. All other records, including budget files, requests. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-01, item 3b(2) Date Edited: 8/31/2001
A-04-012-02a(1)	Board of the Foreign Service Subject Files.
Description:	Consist of agreements under E.O. 11636, correspondence, studies, memorandums, etc. a. Routine papers including copies of EEO circulars, Executive Orders, questionnaires, reference copies of routine correspondence, transmittal letters, agreements sent to BFS for information. (1) Recordkeeping copy (paper)
Disposition:	TEMPORARY: Destroy when 3 years old.(NC1-59-77-3, item 2a)
DispAuthNo:	N1-059-00-01, item 4a(1) Date Edited: 9/6/2001
A-04-012-02a(2)	Board of the Foreign Service Subject Files.
Description:	Consist of agreements under E.O. 11636, correspondence, studies, memorandums, etc. a. Routine papers including copies of EEO circulars, Executive Orders, questionnaires, reference copies of routine correspondence, transmittal letters, agreements sent to BFS for information. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-01, item 4a(2) Date Edited: 9/6/2001

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A-04-012-02b(1)	Board of the Foreign Service Subject Files.
Description:	Consist of agreements under E.O. 11636, correspondence, studies, memorandums, etc. b. All other files, including studies commissioned by BFS and current inter agency agreements. (1) Recordkeeping copy (paper)
Disposition:	TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 2b)
DispAuthNo:	N1-059-00-01, item 4b(1) Date Edited: 9/6/2001
A-04-012-02b(2)	Board of Foreign Service Subject Files.
Description:	Consist of agreements under E.O. 11636, correspondence, studies, memorandums, etc. b. All other files, including studies commissioned by BFS and current interagency agreements. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-01, item 4b(2) Date Edited: 9/6/2001
A-04-012-03a	Board of the Foreign Service Precept Files and Promotion Lists.
Description:	Precepts for selection boards of foreign affairs agencies submitted for Board of the Foreign Service consideration. a. Records containing Board actions, including draft precepts and records of meetings at which precepts were discussed.
Disposition:	Permanent. Retire to RSC when 3 years old. Transfer to National Archives when 20 years old.
DispAuthNo:	NC1-059-77-03, item 3a Date Edited: 4/1/1999

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A-04-012-03b	Board of the Foreign Service Precept Files and Promotion Lists
Description:	Precepts for selection boards of foreign affairs agencies submitted for Board of the Foreign Service consideration b. All other records, including published precepts and transmittal memos.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-059-77-03, item 3b Date Edited: 4/1/1999
A-04-012-04a	Board of the Foreign Service Meeting Files.
Description:	Notices of meetings, documents considered, verbatim transcripts, minutes, and related correspondence. a. Recordkeeping copy (paper).
Disposition:	PERMANENT: Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 20 years old (NC1-59-77-3, item 4)
DispAuthNo:	N1-059-00-01, item 5a Date Edited: 9/6/2001
A-04-012-04b	Board of Foreign Service Meeting Files.
Description:	Notices of meetings, documents considered, verbatim transcripts, minutes, and related correspondence. b. Electronic version of records created by electronic mail and word processing applications. .
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-01, item 5b Date Edited: 9/6/2001
A-04-012-05	Board of the Foreign Service Separation Case Files
Description:	Cases involving Foreign Service personnel whose separation for cause under Sec. 637 of the Foreign Service Act of 1946 was requested by the Director General of the Foreign Service. Includes Director General letters of charge, employee responses and other correspondence; transcripts of hearings; reports of hearing officers; recommendations to the Secretary by the Board.
Disposition:	Retire to RSC when 3 years old. Destroy 10 years after date of last action on case.
DispAuthNo:	NC1-059-77-03, item 5 Date Edited: 4/1/1999

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A-04-012-06a **Board of the Foreign Service Disputes Panel Administrative Files**

Description: Disputes Panel procedures, general correspondence, etc.

a. Routine papers including correspondence regarding times of meetings, complimentary letters to Board members, routine administrative matters.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-059-77-03, item 6a **Date Edited:** 4/1/1999

A-04-012-06b **Board of the Foreign Service Disputes Panel Administrative Files**

Description: Disputes Panel procedures, general correspondence, etc.

b. All other files, including dossiers on Board members, documentation procedures and procedural files.

Disposition: Retire to RSC when 3 years old. Destroy when 10 years old.

DispAuthNo: NC1-059-77-03, item 6b **Date Edited:** 4/1/1999

A-04-012-07 **Board of the Foreign Service Disputes Panel Appeals Case Files**

Description: Cases involving appeals by employee organizations of foreign affairs agencies management decisions on personnel policy or procedures when consultation did not result in agreement. includes charges, responses, complaints, reports by Disputes Panel, and related correspondence.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to WNRC when 10 years old. Offer to National Archives when 20 years old.

DispAuthNo: NC1-059-77-03, item 7 **Date Edited:** 4/1/1999

A-04-012-08a(1) **Employee-Management Relations Commission Subject Files.**

Description: Material pertaining to administration, membership, rules and regulations, etc.

a. Routine papers including AFSA proceedings, letters of transmittal, AFGE publications, and newspaper clippings.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 3 years old.(NC1-59-77-3, item 8a)

DispAuthNo: N1-059-00-01, item 6a(1) **Date Edited:** 9/6/2001

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A-04-012-08a(2)	Employee-Management Relations Commission Subject Files.
Description:	Material pertaining to administration, membership, rules and regulations, etc. a. Routine papers including AFSA proceedings, letters of transmittal, AFGE publications, and newspaper clippings. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-01, item 6a(2) Date Edited: 9/6/2001
A-04-012-08b(1)	Employee Management Relations Commission Subject Files.
Description:	Material pertaining to administration, membership, rules and regulations, etc. b. All other files including drafts of rules, regulations, and procedural guide. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 8b)
DispAuthNo:	N1-059-00-01, item 6b(1) Date Edited: 9/6/2001
A-04-012-08b(2)	Employee-Management Relations Commission Subject Files.
Description:	Material pertaining to administration, membership, rules and regulations, etc. b. All other files including drafts of rules, regulations, and procedural guides. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-01, item 6b(2) Date Edited: 9/7/2001

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A-04-012-09a	Employee Management Relations Commission Case Files.
Description:	Cases considered by the Employee Management Relations Commission with respect to eligibility of employee organizations for recognition; supervision of elections to determine exclusive employee representation; alleged unfair practices and violations of standards of conduct; obligation of management to consult. Includes charges, responses, briefs, decisions, and related correspondence and documentation. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 20 years old. (NC1-59-77-3, item 9)
DispAuthNo:	N1-059-00-01, item 7a Date Edited: 9/7/2001
A-04-012-09b	Employee-Management Relations Commission Case Files.
Description:	Cases considered by the Employee Management Relations Commission with respect to eligibility of employee organizations for recognition; supervision of elections to determine exclusive employee representation; alleged unfair practices and violations of standards of conduct; obligation of management to consult. Includes charges, responses, briefs, decisions, and related correspondence and documentation. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-01, item 7b Date Edited: 9/7/2001
A-04-012-10a	Annual Report of the Board of Examiners for the Foreign Service.
Description:	a. Recordkeeping copy (paper).
Disposition:	PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-00-07, item 18a Date Edited: 9/14/2001

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Resource Management and Organization Analysis

A-04-013-01a **Lawsuit Coordination Unit**

Class Action Lawsuit Files.

Description: Records include information from employee personnel files and other Department offices related to issues in the lawsuits (e.g., performance evaluations; assignments, promotions, training, pay actions, Foreign Service written and oral examination results. Documents are related to the implementation of lawsuit settlement agreements, including monetary, prospective, and individual (e.g., retroactive promotions, awards, or assignments) relief under the consent decrees. Included are correspondence with class members or their attorneys, Department Notices, cables, copies of court decisions and documents, legal briefs, records of hearings and meetings, deposition transcripts, consent decrees, reports, statistical analysis, exhibits, action and information memoranda.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Retire to RSC 4 years after resolution for transfer to WNRC. Destroy when 15 years old.

DispAuthNo: N1-059-00-17, item 1a

Date Edited: 6/20/2002

A-04-013-01b **Class Action Lawsuit Files.**

Description: Records include information from employee personnel files and other Department offices related to issues in the lawsuits (e.g., performance evaluations; assignments, promotions, training, pay actions, Foreign Service written and oral examination results. Documents are related to the implementation of lawsuit settlement agreements, including monetary, prospective, and individual (e.g., retroactive promotions, awards, or assignments) relief under the consent decrees. Included are correspondence with class members or their attorneys, Department Notices, cables, copies of court decisions and documents, legal briefs, records of hearings and meetings, deposition transcripts, consent decrees, reports, statistical analysis, exhibits, action and information memoranda.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-17, item 1b

Date Edited: 6/20/2002

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A-04-013-02-09 **RESERVED.**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 6/20/2002

A-04-013-10a **Resource Planning and Allocation**

Description: Correspondence Files. Arranged by bureau and chronologically.

Documents relate to the allocation of personnel resources. Included are memorandums, copies of authorization notices relating to positions and employment ceilings, requests for funding, reimbursements, and related correspondence.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Cut off at the end of the calendar year. Destroy when 5 years old.

DispAuthNo: N1-059-00-17, item 2a **Date Edited:** 6/20/2002

A-04-013-10b **Resource Planning and Allocation**

Description: Correspondence Files. Arranged by bureau and chronologically.

Documents relate to the allocation of personnel resources. Included are memorandums, copies of authorization notices relating to positions and employment ceilings, requests for funding, reimbursements, and related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-17, item 2b **Date Edited:** 6/20/2002

A-04-013-11 **Statistical Reports.**

Description: Copies of monthly and annual reports reflecting authorized positions and employment levels. Reports generated by PER/EX/IM.

Disposition: TEMPORARY. Destroy when 1 year old. (MRH 03/22/02)

DispAuthNo: N1-059-00-17, item 3 **Date Edited:** 6/20/2002

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A-04-013-12-19 **RESERVED.**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 6/20/2002

A-04-013-20a **Workforce Planning and Compensation**

Description: Staffing Patterns (Microfilm)

Monthly tabulations of Foreign Service and Civil Service employees listed alphabetically by post, staff office or bureau in the Department.

a. Master Set. (Vesicular Copy)

Disposition: TEMPORARY. Retain in PER/RMA. Destroy when 50 years old or when no longer needed for reference purposes, whichever is sooner.

DispAuthNo: N1-059-00-17, item 4a **Date Edited:** 6/20/2002

A-04-013-20b **Workforce Planning and Compensation**

Description: Staffing Patterns (Microfilm)

Monthly tabulations of Foreign Service and Civil Service employees listed alphabetically by post, staff office or bureau in the Department.

b. Copies maintained by other offices.

Disposition: TEMPORARY. Destroy on receipt of next month copy. (NN-172-202, item 5)

DispAuthNo: N1-059-00-17, item 4b **Date Edited:** 6/20/2002

A-04-013-21a **Position Classification Appeals Files**

Description: (1) Case files relating to classification appeals, excluding OPM classification certificate.

Disposition: TEMPORARY. Destroy 3 years after case is closed. (GRS 1, item 7d(1))

DispAuthNo: N1-059-00-17, item 5(1) **Date Edited:** 6/22/2007

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A-04-013-21b **Position Classification Appeals Files**

Description: (2) Certificates of classification issued by OPM.

Disposition: TEMPORARY. Destroy after affected position is abolished or superseded. (GRS 1, item 7d(2))

DispAuthNo: N1-059-00-17, item 5(2)

Date Edited: 6/22/2007

A-04-013-22a **Study/Project Files**

Description: Studies or projects relating to position classification, position management, occupational structure, compensation, workforce or resource planning etc.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Retire to RSC 5 years after completion for transfer to WNRC. Destroy when 15 years old. Files may be maintained longer if needed for administrative use. (MRH 03/06/02)

DispAuthNo: N1-059-00-17, item 6a

Date Edited: 6/20/2002

A-04-013-22b **Study/Project Files.**

Description: Studies or projects relating to position classification, position management, occupational structure, compensation, workforce or resource planning etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy is produced.

DispAuthNo: N1-059-00-17, item 6b

Date Edited: 6/20/2002

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A-04-014-02b	FLO Subject Files.
Description:	Includes general material on employment, education, and support services provided by the office; related matters such as allowances, foreign born spouses, and counseling; activities such as Around the World in a Lifetime (AWAL), an organization for Foreign Service teenagers; relations with the Association of American Foreign Service Women (AAFSW); and presentations given to audiences such as the Foreign Service Institute Security Overseas Seminar. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-18, item 2b Date Edited: 6/20/2002
A-04-014-03a	Community Liaison Office (CLO) Country/Post Files.
Description:	General files on each country/post where there is a Community Liaison Office (CLO). These files include correspondence regarding CLO activities at posts. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY. Destroy when 2 years old or sooner if no longer needed. (NC1-59-88-13, item 1)
DispAuthNo:	N1-059-00-18, item 3a Date Edited: 6/20/2002
A-04-014-03b	Community Liaison Office (CLO) Country/Post Files.
Description:	General files on each country/post where there is a Community Liaison Office (CLO). These files include correspondence regarding CLO activities at posts. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-18, item 3b Date Edited: 6/20/2002

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A-04-014-04a(1) **Community Liaison Office (CLO) Coordinator Files.**

Description: Documents reflect personnel records on persons hired as CLOs at overseas posts. Included are application forms, telegrams offering employment, etc.

a. Consist of cables on persons hired as CLOs at posts overseas.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy 2 years after last action. (N1-059-88-13, item 2a)

DispAuthNo: N1-059-00-18, item 4a(1) **Date Edited:** 6/20/2002

A-04-014-04a(2) **Community Liaison Office (CLO) Coordinator Files.**

Description: Documents reflect personnel records on persons hired as CLOs at overseas posts. Included are application forms, telegrams offering employment, etc.

a. Consist of cables on persons hired as CLOs at posts overseas.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-18, item 4a(2) **Date Edited:** 6/20/2002

A-04-014-04b **Community Liaison Office (CLO) Coordinator Files.**

Description: Documents reflect personnel records on persons hired as CLOs at overseas posts. Included are application forms, telegrams offering employment, etc.

b. Computerized list of all CLO coordinators with dates of tenure and terms of employment. Includes Input and Output Records.

Disposition: TEMPORARY. Destroy when updated. (N1-059-88-13, item 2b)

DispAuthNo: N1-059-00-18, item 4b **Date Edited:** 6/20/2002

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A-04-014-05a(1) **FLO Personnel Files.**

Description: a. Working files consisting of correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents. (GRS 1, 18a)

DispAuthNo: N1-059-00-18, item 5a(1)

Date Edited: 6/20/2002

A-04-014-05a(2) **FLO Personnel Files.**

Description: a. Working files consisting of correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: NC1-059-00-18, item 5a(2)

Date Edited: 6/20/2002

A-04-014-05b(1) **FLO Personnel Files.**

Description: b. Records on M/DGP/FLO employees duplicated in or not appropriate for the Official Personnel Folder.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy within 1 year after separation or transfer of employee. (GRS 1, item 18a)

DispAuthNo: N1-059-00-18, item 5b(1)

Date Edited: 6/20/2002

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A-04-014-05b(2)	FLO Personnel Files.
Description:	b. Records on M/DGP/FLO employees duplicated in or not appropriate for the Official Personnel Folder. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-18, item 5b(2) Date Edited: 6/20/2002
A-04-014-06a	Client Support Services Files.
Description:	Contains background information on Family Liaison Office (FLO) basic assistance of data and services to client consisting of appointments, referrals, reference advice, meeting notes, etc. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY. Retain in M/FLO 1 year after last action or when no longer needed.
DispAuthNo:	N1-059-00-18, item 6(1) Date Edited: 6/22/2007
A-04-014-06b	Client Support Services Files.
Description:	Contains background information on Family Liaison Office (FLO) basic assistance of data and services to client consisting of appointments, referrals, reference advice, meeting notes, etc. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-18, item 6(2) Date Edited: 6/22/2007

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A-04-014-07a **Evacuation Files - Arranged by country**

Description: These files document support services provided to employees and dependents of all foreign affairs agencies evacuated from an overseas post. Included are lists of names of persons evacuated, safe-haven addresses and services provided.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy 2 years after last action.

DispAuthNo: N1-059-00-18, item 7a **Date Edited:** 6/20/2002

A-04-014-07b **Evacuation Files.**

Description: These files document support services provided to employees and dependents of all foreign affairs agencies evacuated from an overseas post. Included are lists of names of persons evacuated, safe-haven addresses and services provided.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-18, item 7b **Date Edited:** 6/20/2002

A-04-014-08a **Education Files.**

Description: Consist of reference material on schools in the Washington, DC area, boarding schools in the U.S. and abroad and schools at overseas posts.

a. Case Files.

Disposition: TEMPORARY. Destroy when superseded.

DispAuthNo: N1-059-00-18, item 8a **Date Edited:** 6/20/2002

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A-04-014-08b(1) **Education Files.**

Description: Consist of reference material on schools in the Washington, DC area, boarding schools in the U.S. and abroad and schools at overseas posts.

 b. Country/Post Files.

 (1) Recordkeeping copy (paper).

 Consist of information about schools available at overseas posts. The material is similar to that maintained by the Department Office of Overseas Schools, with the exception of evaluative information provided by the CLOs.

Disposition: TEMPORARY. Destroy when superseded.

DispAuthNo: N1-059-00-18, item 8b(1) **Date Edited:** 6/20/2002

A-04-014-08b(2) **Education Files.**

Description: Consist of reference material on schools in the Washington, DC area, boarding schools in the U.S. and abroad and schools at overseas posts.

 b. Country/Post Files.

 (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-18, item 8b(2) **Date Edited:** 6/20/2002

A-04-014-08c(1) **Education Files.**

Description: c. School files and computerized list of boarding schools. Includes information about schools, catalogs and handouts.

 (1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy when superseded.

DispAuthNo: N1-059-00-18, item 8c(1) **Date Edited:** 6/20/2002

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A-04-014-08c(2)	Education Files.
Description:	c. School files and computerized list of boarding schools. Includes information about schools, catalogs and handouts. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-18, item 8c(2) Date Edited: 6/20/2002
A-04-014-09a(1)	Employment Program Files.
Description:	Consist of 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/DGP/FLO. a. Bilateral Work Agreements Negotiations Files. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY. Retain in FLO. Destroy 5 years after agreement is superseded.
DispAuthNo:	N1-059-00-18, item 9a(1) Date Edited: 6/20/2002
A-04-014-09a(2)	Employment Program Files.
Description:	Consist of 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/DGP/FLO. a. Bilateral Work Agreements Negotiations Files. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-18, item 9a(2) Date Edited: 6/20/2002

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A-04-014-09b(1) **Employment Program Files.**

Description: Consist of 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/DGP/FLO.

b. Case files used in providing employment assistance.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy 1 year after last action. Earlier destruction is authorized if no longer needed for administrative use.

DispAuthNo: N1-059-00-18, item 9b(1)

Date Edited: 6/20/2002

A-04-014-09b(2) **Employment Program Files.**

Description: Consist of 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/DGP/FLO.

b. Case files used in providing employment assistance.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-18, item 9b(2)

Date Edited: 6/20/2002

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A-04-014-09c(1)	Employment Program Files.
Description:	Consist of 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/DGP/FLO. c. Training Request Files. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY. Destroy when 3 years old, or no later than at end of tour of duty commenced following functional training. (NC1-59-84-3, item 9c)
DispAuthNo:	N1-059-00-18, item 9c(1) Date Edited: 6/20/2002

A-04-014-09c(2)	Employment Program Files.
Description:	Consist of 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/DGP/FLO. c. Training Request Files. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-18, item 9c(2) Date Edited: 6/20/2002

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A-04-014-09d(1) **Employment Program Files.**

Description: Consist of 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/DGP/FLO.

d. Country files. Included information on job opportunities and employment procedures in various countries. Also included are copies of Dependent Employment Reports sent in cable format from CLOs at post.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy when 2 years old. Earlier destruction is authorized if no longer needed for administrative use.

DispAuthNo: N1-059-00-18, item 9d(1) **Date Edited:** 6/20/2002

A-04-014-09d(2) **Employment Program Files.**

Description: Consist of 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/DGP/FLO.

d. Country files. Included information on job opportunities and employment procedures in various countries. Also included are copies of Dependent Employment Reports sent in cable format from CLOs at post.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-18, item 9d(2) **Date Edited:** 6/20/2002

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A-04-014-10a	FLO Publications.
Description:	Master set and copies of FLO publications sent to all CLO coordinators and Administrative Officers overseas. a. Recordkeeping copy (paper)
Disposition:	TEMPORARY. Destroy when no longer needed for reference. (N1-059-88-13, item 8)
DispAuthNo:	N1-059-00-18, item 10a
	Date Edited: 6/21/2002
A-04-014-10b	FLO Publications.
Description:	Master set and copies of FLO publications sent to all CLO coordinators and Administrative Officers overseas. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-18, item 10b
	Date Edited: 6/21/2002
A-04-014-11	Customer/Client Records
Description:	Distribution lists used by an agency to deliver specific goods or services. Records include: <ul style="list-style-type: none">• contact information for customers or clients• subscription databases for distributing information such as publications and data sets produced by the agency• files and databases related to constituent and community outreach or relations• sign-up, request, and opt-out forms
Disposition:	Temporary. Delete when superseded, obsolete, or when customer requests the agency to remove the records. (Supersedes GRS 13, item 4b)
DispAuthNo:	DAA-GRS-2017-0002-0002 (G
	Date Edited: 9/11/2017
A-04-014-12	FLO Historical Documents.
Description:	Consists of records documenting the establishment of the Family Liaison Office. The files include reports, memorandums, letters, and materials provided for anniversary celebrations.
Disposition:	TEMPORARY. Destroy when 25 years old, or when no longer needed for reference, whichever is later.
DispAuthNo:	N1-059-00-18, item 12
	Date Edited: 6/21/2002

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A-04-014-13a **Naturalization Case Files.**

Description: Employees who apply for their spouse or children to be expeditiously naturalized. Included are e-mail messages, requests for information on naturalization of spouse/child; draft cover letter completed by employee; Copies of cover letter to INS requesting specific appointment date, U.S. Department of Justice Immigration and Naturalization Application for Naturalization (BN-400) completed by spouse, or U.S. Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship on Behalf of an Adopted Child (N-643) or U.S. Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship (N-600) completed by employee on behalf of child and payment check to INS.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Retire to RSC 2 years after case is closed for transfer to WNRC. Destroy 15 years after separation line,

DispAuthNo: N1-059-00-18, item 13a

Date Edited: 6/25/2007

A-04-014-13b **Naturalization Case Files.**

Description: Employees who apply for their spouse or children to be expeditiously naturalized. Included are e-mail messages, requests for information on naturalization of spouse/child; draft cover letter completed by employee; Copies of cover letter to INS requesting specific appointment date, U.S. Department of Justice Immigration and Naturalization Application for Naturalization (BN-400) completed by spouse, or U.S. Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship on Behalf of an Adopted Child (N-643) or U.S. Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship (N-600) completed by employee on behalf of child and payment check to INS.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-18, item 13b

Date Edited: 6/21/2001

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Foreign Service Retirement

A-04-015-01a(1) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

a. Non-annuitants not entitled to an annuity due to resignation or termination with less than five years of service.

(1) Recordkeeping copy (paper).

Disposition: Temporary. Retire to RSC 5 years after separation or attainment of age 62, whichever is earlier for transfer to WNRC. Destroy 20 years thereafter. (NN-174-26, item 1a)

DispAuthNo: N1-059-00-16, item 1a(1)

Date Edited: 4/16/2002

A-04-015-01a(2) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

a. Non-annuitants not entitled to an annuity due to resignation or termination with less than five years of service.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-16, item 1a(2)

Date Edited: 4/16/2002

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A-04-015-01b(1) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

b. Non-annuitants who die without survivors or who resigned and left contributions until becoming eligible at age 60.

(1) Recordkeeping copy (paper).

Disposition: Temporary. Retire to RSC 5 years after death or attainment of age 62, whichever is earlier for transfer to WNRC. Destroy 20 years thereafter. (NN-174-26, item 1b)

DispAuthNo: N1-059-00-16, item 1b(1) **Date Edited:** 4/16/2002

A-04-015-01b(2) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

b. Non-annuitants who die without survivors or who resigned and left contributions until becoming eligible at age 60.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-16, item 1b(2) **Date Edited:** 4/16/2002

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A-04-015-01c(1) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

c. Annuity/Survivor Annuity.

(1) Recordkeeping copy (paper).

Disposition: Temporary. Retire to RSC 8 years after case is closed for transfer to WNRC. Destroy 20 years after case is closed.(NN-174-26, item 1c)

DispAuthNo: N1-059-00-16, item 1c(1) **Date Edited:** 4/16/2002

A-04-015-01c(2) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

c. Annuity/Survivor Annuity.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-16, item 1c(2) **Date Edited:** 4/16/2002

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A-04-015-01c(3)	Foreign Service Retirement Case Files.
Description:	Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc. c. Annuitants/Survivor Annuitants. (3) Microfilm copies consist of selected annuitants documents, i.e. (OF 136, SF 50). Microfilm does not contain all paper records.
Disposition:	Temporary. Retain in PER/RET. Destroy 30 years after case is closed.
DispAuthNo:	N1-059-00-16, item 1c(3) Date Edited: 4/16/2002
A-04-015-01d(1)	Foreign Service Retirement Case Files.
Description:	Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc. d. Precedent Cases. (1) Recordkeeping copy (paper).
Disposition:	Temporary. Destroy 5 years after case is closed.
DispAuthNo:	N1-059-00-16, item 1d(1) Date Edited: 4/17/2002
A-04-015-01d(2)	Foreign Service Retirement Case Files.
Description:	Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc. d. Precedent Cases. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-16, item 1d(2) Date Edited: 4/17/2002

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A-04-015-05b(2)(a) **Foreign Service Former Spouse Health Benefit Files.**

Description: Denied eligibility files consisting of applications [Health Benefits Registration Form (SF 2809)], court orders, denial letters, appeal letters, and related papers.

b. Health benefits denied, appealed to OPM for reconsideration.

(2) Appeal unsuccessful - benefits denied.

(a) Recordkeeping copy (paper).

Disposition: Temporary: Destroy 5 years after denial.

DispAuthNo: N1-059-00-16, item 5b(2)(a) **Date Edited:** 4/17/2002

A-04-015-06a **Foreign Service Retirement Subject Files.**

Description: Consist of Foreign Service Retirements, Monthly Resignation Reports, Principals Correspondence, and Legal Determinations.

a. Recordkeeping copy (paper).

Disposition: Temporary: Destroy when 2 years old or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-00-16, item 6a **Date Edited:** 4/17/2002

A-04-015-06b **Foreign Service Retirement Subject Files.**

Description: Consist of Foreign Service Retirements, Monthly Resignation Reports, Principals Correspondence, and Legal Determinations.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-16, item 6b **Date Edited:** 4/17/2002

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A-04-015-07a	Civil Service Retirement Case Files.
Description:	Contains application for retirement (OF 136) or its equivalent; health and life insurance forms; service history documentation; estimated calculations, etc. a. Recordkeeping copy (paper).
Disposition:	Temporary: Retire to RSC 2 years after retirement of employee for transfer to WNRC. Destroy 5 years after retirement.
DispAuthNo:	N1-059-00-16, item 7a
Date Edited:	4/17/2002
A-04-015-07b	Civil Service Retirement Case Files.
Description:	Contains application for retirement (OF 136) or its equivalent; health and life insurance forms; service history documentation; estimated calculations, etc. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-16, item 7b
Date Edited:	4/17/2002
A-04-015-08a	Civil Service Retirement Subject Files.
Description:	Consist of Civil Service Retirements, Monthly Resignation Reports, Principals Correspondence, Congressional Correspondence, and Legal Determinations, etc. A. Recordkeeping copy (paper).
Disposition:	Temporary: Destroy when 2 years old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-059-00-16, item 8a
Date Edited:	4/17/2002
A-04-015-08b	Civil Service Retirement Subject Files.
Description:	Consist of Civil Service Retirements, Monthly Resignation Reports, Principals Correspondence, Congressional Correspondence, and Legal Determinations, etc. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-16, item 8b
Date Edited:	4/17/2002

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External Placement

A-04-016-01 Correspondence with Prospective Employers

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

Disposition: Destroy when 1 year old.

DispAuthNo: NN-173-148, item 1 **Date Edited:** 4/1/1999

A-04-016-02 Contact Lists

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

Disposition: Destroy when obsolete or superseded.

DispAuthNo: Non-Record **Date Edited:** 4/1/1999

A-04-016-03 Job Resumes for Applicants

Description: Copies of resumes of applicant education, experience and other qualifications, prepared for applicant to send to prospective employees.

Disposition: Destroy when obsolete or superseded.

DispAuthNo: Non-Record **Date Edited:** 4/1/1999

A-04-016-04 Applicant Case File

Description: Correspondence with applicant, copies of job resumes and related papers.

Disposition: Destroy 3 years after case becomes inactive.

DispAuthNo: NN-173-148, item 2 **Date Edited:** 4/1/1999

A-04-016-05 Student Employment Program Database.

Description: This on-line system tracks applicants, selects and hires for each student program. It provides trend analysis, demographics, management reports to analyze pool and evaluates program results. Included in the system are applicants for Internships, Presidential Management Interns (PMIs), Foreign Affairs Fellowship Program Interns, Summer Hires, Stay-in-School (SIS) and Co-Operative Education Program (Co-Op).

Disposition: TEMPORARY: Cut off file every three years. Destroy 65 years after cutoff.

DispAuthNo: N1-059-00-07, item 8 **Date Edited:** 9/7/2001

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A-04-017-03a	Foreign Service Appointments/Promotions/Assignments.
Description:	Documentation of all aspects of appointments, promotions, and consular assignments of Foreign Service Officers, including interdepartmental correspondence, memoranda to and from the White House, nomination/authorization lists, and Congressional correspondence. a. Recordkeeping copy (paper).
Disposition:	PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 3a and b)
DispAuthNo:	N1-059-00-13, item 5a Date Edited: 8/24/2001
A-04-017-03b	Foreign Service Appointments/Promotions/Assignments.
Description:	Documentation of all aspects of appointments, promotions, and consular assignments of Foreign Service Officers, including interdepartmental correspondence, memoranda to and from the White House, nomination/authorization lists, and Congressional correspondence. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-13, item 5b Date Edited: 9/24/2001
A-04-017-04a	Miscellaneous Department of State (DOS) Appointments.
Description:	Documentation on the appointments of Principal Officers in the DOS and individuals to Boards and Commissions under the jurisdiction of the DOS, e.g., fishery commissions, United Nations bodies, independent agencies. Includes memoranda to and from the White House, bio data, clearance materials, press releases, nominations, agreement communications, Congressional correspondence, letters of resignation and Presidential letters of acceptance. a. Recordkeeping copy (paper).
Disposition:	PERMANENT: Retire to RSC when 8 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-13, item 2a and b)
DispAuthNo:	N1-059-00-13, item 3a Date Edited: 9/24/2001

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A-04-017-04b	Miscellaneous Department of State (DOS) Appointments.
Description:	Documentation on the appointments of Principal Officers in the DOS and individuals to Boards and Commissions under the jurisdiction of the DOS, e.g., fishery commissions, United Nations bodies, independent agencies. Includes memoranda to and from the White House, bio data, clearance materials, press releases, nominations, agreement communications, Congressional correspondence, letters of resignation and Presidential letters of acceptance. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-13, item 3b Date Edited: 9/24/2001
A-04-017-05	Presidential Appointments Organization/Working File
Description:	This file is essentially a working and information file duplicating the material contained in the Presidential Appointments Organization and Conference File (See Item 041704).
Disposition:	Destroy 2 years after termination of appointment.
DispAuthNo:	NC1-059-77-12, item 1 Date Edited: 4/1/1999
A-04-017-06a	Presidential Appointments - Credentials File
Description:	Consists of copies of all documentation concerned with presentation of credentials, including telegrams to and from posts concerning appointment, letters from Secretary of State to Ambassador concerning presentation of credentials and attendant administrative matters, copies of letters of credence and recall. a. Paper records.
Disposition:	Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.
DispAuthNo:	NC1-059-77-13, item 3a Date Edited: 4/1/1999

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A-04-017-06b	Presidential Appointments - Credentials File
Description:	Consists of copies of all documentation concerned with presentation of credentials, including telegrams to and from posts concerning appointment, letters from Secretary of State to Ambassador concerning presentation of credentials and attendant administrative matters, copies of letters of credence and recall. b. Microfilm copies.
Disposition:	TEMPORARY. Destroy 10 years after termination of appointment.
DispAuthNo:	NC1-059-77-13, item 3b Date Edited: 4/1/1999
A-04-017-07a	Resignation Letters and Letters of Acceptance
Description:	Copies of letters of resignation of Presidential Appointments and related acceptance letters. The original letter of resignation and record copy of Presidential acceptance is on file at the White House or appropriate Presidential Library. a. Paper records.
Disposition:	Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.
DispAuthNo:	NC1-059-77-13, item 4a Date Edited: 4/1/1999
A-04-017-07b	Resignation Letters and Letters of Acceptance
Description:	Copies of letters of resignation of Presidential Appointments and related acceptance letters. The original letter of resignation and record copy of Presidential acceptance is on file at the White House or appropriate Presidential Library. b. Microfilm copies.
Disposition:	Destroy when 10 years old.
DispAuthNo:	NC1-059-77-13, item 4b Date Edited: 4/1/1999
A-04-017-08a	Presidential Nominations - Copies of Presidential nominations of individuals for public office
Description:	a. Paper records.
Disposition:	Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.
DispAuthNo:	NC1-059-77-13, item 4a Date Edited: 4/1/1999

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A-04-017-08b **Presidential Nominations - Copies of Presidential nominations of individuals for public office**

Description: b. Microfilm copies.

Disposition: TEMPORARY. Destroy when 10 years old.

DispAuthNo: NC1-059-77-13, item 4b **Date Edited:** 4/1/1999

A-04-017-09a **Ambassador Appointments.**

Description: Consist of documentation on bilateral/multilateral ambassadorial appointments, as well as ranks and personal ranks of ambassador. Includes memoranda to and from the White House, bio data, press releases, nominations, clearance materials, agreement communications, Congressional correspondence, letters of resignation, and Presidential letters of acceptance, and clearance materials. [Note: Original letters of resignation and Presidential acceptance letters are on file at the White House or appropriate Presidential Library.]

a. Recordkeeping copy (paper).

Disposition: PERMANENT: Retire to RSC when 8 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 3a and b)

DispAuthNo: N1-059-00-13, item 2a **Date Edited:** 9/24/2001

A-04-017-09b **Ambassador Appointments.**

Description: Consist of documentation on bilateral/multilateral ambassadorial appointments, as well as ranks and personal ranks of ambassador. Includes memoranda to and from the White House, bio data, press releases, nominations, clearance materials, agreement communications, Congressional correspondence, letters of resignation, and Presidential letters of acceptance, and clearance materials. [Note: Original letters of resignation and Presidential acceptance letters are on file at the White House or appropriate Presidential Library.]

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-13, item 2b **Date Edited:** 9/24/2001

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A-04-017-10 Oaths of Office

Description: Appointment Affidavit (SF-61), executed by individuals appointed by the President for public office.

Disposition: PERMANENT: Retire to RSC when 15 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 4a and b)

DispAuthNo: N1-059-00-13, item 6 **Date Edited:** 9/24/2001

A-04-017-11 Senate Resolutions on Presidential Appointments.

Description: Original resolutions providing advice and consent of the United States Senate to the appointment by the President of individuals to public office.

Disposition: PERMANENT: Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 5a and b)

DispAuthNo: N1-059-00-13, item 7 **Date Edited:** 9/24/2001

A-04-017-12a Miscellaneous Presidential Appointment Commissions

Description: Copies of commissions of heads of independent Government agencies, Cabinet officers, Presidential appointees in the Department of State, Executive Office of the President, Honorary Commissions, and other Government offices.

a. Paper records.

Disposition: Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

DispAuthNo: NC1-059-77-19, item 6a **Date Edited:** 4/1/1999

A-04-017-12b Miscellaneous Presidential Appointment Commissions

Description: Copies of commissions of heads of independent Government agencies, Cabinet officers, Presidential appointees in the Department of State, Executive Office of the President, Honorary Commissions, and other Government offices.

b. Microfilm copies: Silver original and positive vesicular microfilm copy.

Disposition: Permanent. Transfer to NARA on verification of microfilm.

DispAuthNo: NC1-059-77-19, item 6b **Date Edited:** 4/1/1999

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A-04-017-13a **Summary Record on Appointments**

Description: Summary records containing information on laws establishing the Commissions and Presidential appointments to the Commissions.

a. Paper records.

Disposition: Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

DispAuthNo: NC1-059-77-19, item 7a **Date Edited:** 4/1/1999

A-04-017-13b **Summary Record on Appointments**

Description: Summary records containing information on laws establishing the Commissions and Presidential appointments to the Commissions.

b. Microfilm copies: Silver original and positive vesicular microfilm copy.

Disposition: Permanent. Transfer to NARA on verification of microfilm.

DispAuthNo: NC1-059-77-19, item 7b **Date Edited:** 4/1/1999

A-04-017-14 **Card File Index.**

Description: Contains appointment data on Presidential appointments i.e., Foreign Service appointments, promotions, and assignments; ambassadorial appointments; Cabinet officers; all other civil officers appointed by the President whose commissions are not required by the law to be issued under another seal.

Disposition: PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 13)

DispAuthNo: N1-059-00-13, item 9 **Date Edited:** 9/24/2001

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A-04-017-15a **Foreign Service Appointments**

Description: Copies of all documentation concerned with the appointment of officers in the Foreign Service, with their promotion from one class to another, and with the appointment of Reserve and Staff Officers as diplomatic and/or consular officers. Includes interdepartmental memorandums, staff studies, memorandums from the President, and Senatorial letters.

a. Paper records.

Disposition: Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

DispAuthNo: NC1-059-77-19, item 8a

Date Edited: 4/1/1999

A-04-017-15b **Foreign Service Appointments**

Description: Copies of all documentation concerned with the appointment of officers in the Foreign Service, with their promotion from one class to another, and with the appointment of Reserve and Staff Officers as diplomatic and/or consular officers. Includes interdepartmental memorandums, staff studies, memorandums from the President, and Senatorial letters.

b. Microfilm copies: Silver original and positive vesicular microfilm copy.

Disposition: Permanent. Transfer to NARA on verification of microfilm.

DispAuthNo: NC1-059-77-19, item 8b

Date Edited: 4/1/1999

A-04-017-16 **Presidential Appointment Law Books.**

Description: These books contain summaries of the laws establishing positions, boards, commissions, etc., to which the President makes appointments. Appointment data, e.g., name, appointment date, term, is also entered into the law books.

Disposition: PERMANENT: Retire to the RSC when 15 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-00-13, item 8

Date Edited: 9/25/2001

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A-04-017-17a(1)	Great Seal of the United States.
Description:	a. Subject Files. Historical records on the Great Seal of the United States, includes speeches, tapes, and photos, etc. (1) Recordkeeping copy (paper).
Disposition:	PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 20 years old.
DispAuthNo:	N1-059-00-13, item 10a(1) Date Edited: 9/25/2001
A-04-017-17a(2)	Great Seal of the United States.
Description:	a. Subject Files. Historical records on the Great Seal of the United States, includes speeches, tapes, and photos, etc. (2) Electronic version of records generated by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-13, item 10a(2) Date Edited: 6/27/2007
A-04-017-17b(1)	Great Seal of the United States.
Description:	b. Working File. Working and information file consisting of material duplicated from the Great Seal of the United States Subject File. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when no longer needed for reference purposes.
DispAuthNo:	N1-059-00-13, item 10b(1) Date Edited: 9/25/2001
A-04-017-17b(2)	Great Seal of the United States.
Description:	b. Working File. Working and information file consisting of material duplicated from the Great Seal of the United States Subject File. (2) Electronic version of records generated by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-13, item 10b(2) Date Edited: 9/25/2001

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A-04-017-18a **Presidential Appointment Commission Books.**

Description: These books contain the typed texts of the appointment commissions of Cabinet Officers, DOS Principal Officers, heads of independent agencies, White House commissioned staff officers and other individuals appointed by the President to public office.

 a. Recordkeeping copy (paper).

Disposition: PERMANENT: Retire to RSC when 15 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-00-13, item 11a **Date Edited:** 9/25/2001

A-04-017-18b **Presidential Appointment Commission Books.**

Description: These books contain the typed texts of the appointment commissions of Cabinet Officers, DOS Principal Officers, heads of independent agencies, White House commissioned staff officers and other individuals appointed by the President to public office.

 b. Electronic version of records generated by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-13, item 11b **Date Edited:** 9/25/2001

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Chapter 04: Personnel Records

Title and Rank

A-04-018-1a **Title and Rank Policy Files.**

Description: Correspondence, reports, forms and other documentation dealing with general and specific country policies, procedures, precedents, agreements, etc., concerning diplomatic and consular titles for Foreign Service and other Federal agency personnel.

a. Recordkeeping copy (paper).

Disposition: PERMANENT: Retire inactive files to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (RRP-NN-464-6, item 3a)

DispAuthNo: N1-059-00-13, item 13a

Date Edited: 9/25/2001

A-04-018-1b **Title and Rank Policy Files.**

Description: Correspondence, reports, forms and other documentation dealing with general and specific country policies, procedures, precedents, agreements, etc., concerning diplomatic and consular titles for Foreign Service and other Federal agency personnel.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-13, item 13b

Date Edited: 9/25/2001

A-04-018-2a(1) **Title and Rank Case Files.**

Description: Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts.

a. State Department personnel.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 2 years old. (NN-173-176, item 3a)

DispAuthNo: N1-059-00-13, item 14a(1)

Date Edited: 9/25/2001

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Chapter 04: Personnel Records

A-04-018-2a(2)	Title and Rank Case Files.
Description:	Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts. a. State Department personnel. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-13, item 14a(2) Date Edited: 9/25/2001
A-04-018-2b(1)	Title and Rank Case Files.
Description:	Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts. b. Other Federal agency personnel. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 1 year old. (NN-173-176, item 3b)
DispAuthNo:	N1-059-00-13, item 14b(1) Date Edited: 10/1/2001
A-04-018-2b(2)	Title and Rank Case Files.
Description:	Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts. b. Other Federal agency personnel. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-13, item 14b(2) Date Edited: 10/1/2001

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Chapter 04: Personnel Records

A-04-018-3 **Title and Rank Card File.**

Description: Includes data on all aspects of title and rank actions at a particular post.

Disposition: PERMANENT: Retire to the RSC 2 years after separation or transfer of employee to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-00-13, item 12

Date Edited: 9/25/2001

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Chapter 04: Personnel Records

Equal Employment Opportunity Records

A-04-019-01 **Equal Employment Opportunity (EEO) Records**

Description: EEO official discrimination complaint case files – Formal process.

Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other official complaint case file records. Includes cases resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court.

Note: This item includes all records gathered in the informal process which become

Disposition: Temporary. Destroy 7 years after resolution of case, but longer retention is authorized if required for business use. (GRS 1, item 25a)

DispAuthNo: DAA-GRS-2015-0007-0008 (G **Date Edited:** 10/4/2017

A-04-019-02 **Equal Employment Opportunity (EEO) Records**

Description: EEO compliance review files.

Reviews, background documents, and correspondence relating to contractor employment practices.

Disposition: Temporary. Destroy when 7 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25d(1))

DispAuthNo: DAA-GRS-2015-0007-0010 (G **Date Edited:** 9/5/2017

A-04-019-03 **Equal Employment Opportunity (EEO) Records**

Description: EEO case files that did not result in an EEO complaint.

Includes cases that did not result in an official formal or informal EEO complaint (Background files).

Disposition: Temporary. Destroy 2 years after final resolution of case, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25c)

DispAuthNo: DAA-GRS-2015-0007-0009 (G **Date Edited:** 9/3/2017

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A-04-019-04 Equal Employment Opportunity (EEO) Records

Description: EEO reports and employment statistics files.

Includes the annual Agency report to the EEOC, the annual report to Congress on the No FEAR Act, quarterly/monthly reports to senior leadership, and other related reports required by EEOC's MD 715 (such as the Analysis and Action Plans) or succeeding guidance as well as employment statistics files which support reporting requirements to Congress, the EEOC and other oversight entities.

Disposition: Temporary. Destroy when 5 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25d(2); GRS 1, item 25f; GRS 1, item 25h(1); GRS 1, item 25h(2); GRS 1, item 25h(3); and GRS 1, item 25h(4))

DispAuthNo: DAA-GRS-2015-0007-0011 (G) **Date Edited:** 9/5/2017

A-04-019-05 Equal Employment Opportunity (EEO) Records

Description: EEO program files.

General program-related correspondence and copies of regulations with related records that pertain to the Civil Rights Act of 1964, the EEO Act of 1972, and any other pertinent legislation, and agency EEO Committee meeting records.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25g)

DispAuthNo: DAA-GRS-2015-0007-0006 (G) **Date Edited:** 9/5/2017

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Chapter 04: Personnel Records

Office of Civil Service Human Resource Management, Career Development Division

A-04-020-01 Career Development Resource Center (CDRC) Client Files

Description: Includes files on Foreign Service and Civil Service employees, as well as Eligible Family Members, Interns/Fellows, and Contractors, who seek career development assistance from the Department's Career Development Resource Center. Files are arranged by name and date, and contain client information sheet and CDRC registration form. May also contain email correspondence, counseling session notes, results of assessment tools such as the, Strong Interests Inventory, Myers-Briggs Type Indicator, and Thomas Kilman Conflict Mode Instrument, employee's resume, coaching report, and client feedback.

Includes records documenting nature of an individual's problem and participation in a treatment or rehabilitation program. Records may include documentation of treatment by a private therapist or a therapist at a Federal, State, local government, or private institution. Includes:

- Privacy Act and signed written consent forms
- psychosocial history and assessments
- medical records
- correspondence with the client
- clinical and education interventions
- records of attendance at treatment, kinds of treatment, and counseling programs
- identity and contact information of treatment providers
- name, address, and phone number of treatment facilities
- notes and documentation of internal EAP counselors
- insurance data
- intervention outcomes

Disposition: Temporary. Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the statespecific statute of limitations has expired for contract providers subject to state requirements, but longer retention is authorized if needed for business use. (Supersedes GRS 1, item 26a)

DispAuthNo: DAA-GRS-2017-0010-0015 (G) **Date Edited:** 1/18/2018

A-04-020-02 Workshop Files

Description: Includes a file on each training workshop presented by the CDRC. Files are arranged by month, and contain sign-in sheet showing title of workshop, presenter's name, date, location, attendee listing by bureau, and tally. File also includes anonymous course evaluations prepared by attendees.

Disposition: Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 29a(2))

DispAuthNo: GRS 2.6, Item 010 **Date Edited:** 3/9/2017

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A-04-020-03 Workshop Presentation Files

Description: Includes course presentation files consisting of material used by instructor for each workshop offered by the Center. Materials include instructor's materials and handouts developed by the CDRC.

Disposition: TEMPORARY: Destroy when three (3) years old or when superseded.

DispAuthNo: N1-059-09-46, item 1

Date Edited: 2/1/2010

A-04-020-04 Employee Management Administrative Records

Description: CDRC Statistical Reports

Files include (1) CDRC customer service evaluations and summary reports produced from the CDRC database; (2) evaluations prepared by International Broadcasting Bureau (IBB) clients who receive assistance from the CDRC, (3) counselor monthly production reports (includes name of client served, date of session, totals, and other activities of counselor and (4) reports on special counseling support initiatives. Post 2004 data is being entered into the CDRC Database.

Records on routine office program support, administration, and human resources operations. Includes:

- reports, including annual reports to the Department of State concerning the number of official passports issued and related matters
- reports from subordinate units regarding statistics and other reporting measures
- general correspondence with internal agency offices and with OPM
- general correspondence with travelers regarding official passport application procedures and documentation requirements
- statistics, including lists of official passport holders

Exclusion: Agency reports received by the Department of State document the Department's mission and must be scheduled by the Department.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 16)

DispAuthNo: DAA-GRS-2017-0007-0001 (G

Date Edited: 9/1/2017

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Chapter 04: Personnel Records

A-04-020-05 CDRC Database

Description: The CDRC Database is an Access program designed to track, monitor, and report on services provided to Department employees by the CDRC based on client file information. The database is used to store Sign-In Data (includes category of employee (CS or FS), date, employee's bureau, service received, new or repeat customer); Counseling Appointment Data (counselor access only; shows type of service sought); CDRC Workshop Data; and Statistical Reports (currently 12 reports can be produced to provide data for management purposes).

Disposition: Temporary. Destroy when no longer needed. (Supersedes GRS 23, item 8)

DispAuthNo: GRS 4.1, Item 010

Date Edited: 3/9/2017

A-04-020-06 Administrative Records Maintained in any Agency Office

Description: Records accumulated by the Career Development Resource Center (CDRS) Office that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Disposition: Temporary. Destroy when business use ceases.

DispAuthNo: DAA-GRS-2016-0016-0001 (G

Date Edited: 9/21/2017

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Foreign Service Grievance Board

A-04-021-01 Foreign Service Grievance Board Records of Proceedings (ROPs)

Description: Submission of appeals filed with the FSGB by employees of the various Foreign Affairs agencies that includes but is not limited to State, USAID, Agriculture, etc. The submission includes grievant's original letter, acknowledgement letter, exhibits, supplementary briefs and filings, motions, Board orders, correspondence, hearing transcripts, Board interim and final decisions, and other related information. Files maintained by year and sequential numerical system.

Disposition: Temporary. Cutoff is the date of final decision. Destroy 7 years after cutoff or when no longer needed, whichever is later. (Superseded N1-59-86-1, Item 1) Note for RA: Record copy limited to paper until adequate electronic system in place.

DispAuthNo: DAA-0059-2013-0002-0001 **Date Edited:** 12/19/2013

A-04-021-02 Board Orders and Decisions

Description: All orders, interim Decisions, and final Decisions issued by the Board. File contains official and excised versions. Records are filed by case number and name.

Disposition: Temporary. Cutoff is date of final decision. Destroy 25 years after cutoff or when no longer needed, whichever is later. Note for RA: Record copy limited to paper until adequate electronic system in place.

DispAuthNo: DAA-0059-2013-0002-0002 **Date Edited:** 12/19/2013

A-04-021-03 Court Case Files

Description: Copies of Records of Proceedings of appealed FSGB decisions requested by the courts and interested parties; copies of documentation filed with the court regarding such cases, and copies of the court decisions.

Disposition: Temporary. Cutoff is date of final court decision. Destroy copies of Records of Proceedings and other related documentation 10 years after cutoff. Destroy final court decision 25 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2013-0002-0003 **Date Edited:** 12/19/2013

A-04-021-04 Legal Research and Reference Files

Description: Copies of memoranda, guidance, published decisions, copies of laws and regulations, and other documentation used to provide advice to Board members concerning FSGB appeals.

Disposition: Temporary. Destroy/delete when superseded, obsolete, or when no longer needed.

DispAuthNo: DAA-0059-2013-0002-0004 **Date Edited:** 12/19/2013

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A-04-021-05 Chronological Files

Description: File contains incoming and outgoing correspondence not related to specific FSGB cases that include, but not limited to, budgetary matters, inquiries, and other operational issues.

Disposition: Temporary. Cutoff the end of calendar year. Destroy 5 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2013-0002-0005 **Date Edited:** 12/19/2013

A-04-021-06 Board Member Files

Description: Board member consultant contracts, travel authorizations, vouchers, time and attendance, and related memoranda, correspondence, and documents.

Disposition: Temporary. Cutoff at the end of the member's current annual term, or when member leaves the Board, whichever is sooner. Destroy 1 year after cutoff, or when no longer needed for agency business, whichever is later.

DispAuthNo: DAA-0059-2013-0002-0006 **Date Edited:** 12/19/2013

A-04-021-07 FSGB Annual Report

Description: Summary of the day-to-day operations and responsibilities of the Board including, but not limited to, description of grievances, number and type of cases, decision determinations, and other related information occurring during the calendar year.

Disposition: Permanent. Cutoff at the end of the calendar year in which the report was published. Transfer paper versions to the National Archives in one block (2003 and earlier) in 2019. When official copy is electronic (2004 and forward) transfer to the National Archives 5 years after cutoff.

DispAuthNo: DAA-0059-2013-0002-0007 **Date Edited:** 12/19/2013

A-04-021-08 Policy and Procedure Documents

Description: Internal policies and procedures related to the administrative functions of the Board, including the grievance process.

Disposition: Temporary. Cutoff when superseded. Destroy 5 years after cutoff, or when no longer needed for agency business, whichever is later.

DispAuthNo: DAA-0059-2013-0002-0008 **Date Edited:** 12/19/2013

A-04-021-09 Board Minutes (closed series)

Description: Formal minutes created and maintained by the Board, documenting Board discussion and actions.

Disposition: Permanent. Transfer to the National Archives upon approval of this schedule.

DispAuthNo: DAA-0059-2013-0002-0009 **Date Edited:** 12/19/2013

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A-04-021-10a **Intermediary Records**

Description: Content Records--Website contains documentation which includes the FSGB description, member bios, policy and procedures, notices, decision excisions, and other related information.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G **Date Edited:** 9/26/2017

A-04-021-10b **Management and Operations**

Description: Contains records documenting website operations and maintenance, such as website design documents, management policies and procedures, software-related records, access logs, site posting logs, search result statistics, and other related reporting.

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use. (Supersedes GRS 24, item 8)

DispAuthNo: DAA-GRS-2013-0005-0004 (G **Date Edited:** 9/13/2017

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Chapter 04: Personnel Records

A-04-021-11 Administrative Records Maintained in any Agency Office

Description: Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Disposition: Temporary. Destroy when business use ceases.

DispAuthNo: DAA-GRS-2016-0016-0001 (G) **Date Edited:** 9/21/2017
