### Chapter 19: Family Liaison Office Records

**Family Liaison Office** 

A-19-001-01 Policy and Procedures Files

**Description:** Includes material on the establishment of the office, and policies and procedures

governing its operation.

**Disposition:** Destroy when 25 years old.

**DispAuthNo:** NC1-059-84-03, item 1 **Date Edited:** 4/1/1999

A-19-001-02 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 Terrorism Seminar.

**Disposition:** Destroy when 10 years old or sooner if no longer needed.

**DispAuthNo:** NC1-059-84-03, item 2 **Date Edited:** 4/1/1999

A-19-001-03 Community Liaison Office (CLO) Country Post Files

**Description:** These are general files on each country/post at which there is a Community Liaison

Office (CLO). These files are continually updated, and include correspondence to and from persons seeking Family Liaison Office assistance, and correspondence

regarding CLO activities at posts.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-059-88-13, item 1 **Date Edited:** 4/1/1999

A-19-001- Community Liaison Office(CLO) Coordinator Files - These contain personnel

04a records on persons hired as CLOs at posts overseas. They include

application forms, telegrams offering employment, etc.

**Description:** a. Records on persons hired prior to January 1, 1984. These are not duplicated in

the Official State Department personnel files.

**Disposition:** Merge with OPF maintained in PER/EX/RR. Destroy if documentation is

insufficient for creation of an OPF.

**DispAuthNo:** N1-059-88-13, item 2a **Date Edited:** 4/1/1999

### Chapter 19: Family Liaison Office Records

A-19-001-04b Community Liaison Office (CLO) Coordinator Files - These contain personnel records on persons hired as CLOs at posts overseas. They include application forms, telegrams offering employment, etc.

**Description:** 

b. Records on persons hired after January 1, 1984. These are duplicated in official State Department personnel files.

Short-term records. Records of separated employees saved to the "temporary" folder in the eOPF or filed on the left side of the hardcopy OPF.

Exclusion: USCIS Form I-9 and performance-related records. See item 060 of this schedule for I-9 Forms and items 070, 071, 072, and 073 for disposition of temporary performance-related records.

Exclusion: Agencies not subject to OPM recordkeeping requirements under title 5, U.S. Code, should apply their own agency-specific schedule.

Note 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.

Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by GRS 5.2, Transitory and Intermediary Records, item 020.

Disposition:

Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier. (Supersedes GRS 1, item 10a)

DispAuthNo:

DAA-GRS-2017-0007-0005 (G

**Date Edited:** 9/1/2017

A-19-001-04c Community Liaison Office (CLO) Coordinator Files - These contain personnel records on persons hired as CLOs at posts overseas. They include application forms, telegrams offering employment, etc.

**Description:** 

c. Computerized list of all CLO Coordinators with dates of tenure and terms of employment.

Disposition:

Destroy when no longer needed.

DispAuthNo:

N1-059-88-13, item 2c

Date Edited: 12/20/2011

### Chapter 19: Family Liaison Office Records

A-19-001-05 Supervisors' Personnel Files

**Description:** Records on positions, authorizations, pending actions, position descriptions, training

records, individual development plans, telework agreements, award

recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Note: Includes records on M/FL0 employees.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3,

Employee Relations Records.

**Disposition:** Temporary. Review annually and destroy superseded documents. Destroy

remaining documents 1 year after employee separation or transfer. (Supersedes

GRS 1, item 18a and GRS 1, item 18b)

**DispAuthNo:** DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017

A-19-001- Support Services Files - These include a Background Information Sheet that

contains basic data on the case and services rendered. These may be name-

retrievable or retrievable by case type.

**Description:** a. Divorce Cases.

06a(1)

06a(2)

(1) List of Individuals assisted.

**Disposition:** Retain in M/FLO until no longer needed.

**DispAuthNo:** N1-059-88-13, item 4a(1) **Date Edited:** 4/1/1999

A-19-001- Support Services Files - These include a Background Information Sheet that

contains basic data on the case and services rendered. These may be name-

retrievable or retrievable by case type.

**Description:** a. Divorce Cases.

(2) Individual Case Files.

**Disposition:** Destroy 3 years after last action or when no longer needed.

**DispAuthNo:** NC1-059-84-03, item 6a(2) **Date Edited:** 12/20/2011

### Chapter 19: Family Liaison Office Records

A-19-001-Support Services Files - These include a Background Information Sheet that 06b

contains basic data on the case and services rendered. These may be name-

retrievable or retrievable by case type.

**Description:** b. All other cases.

Destroy 1 year after last action or when no longer needed. Disposition:

DispAuthNo: NC1-059-84-03, item 6b 4/1/1999 Date Edited:

A-19-001-Evacuation Files - These files document support services provided to

employees and dependents of all foreign affairs agencies who are evacuated 07a

from an overseas post.

 Card Files. These are kept by name of person/family assisted, and include basic **Description:** 

information on date and nature of services rendered.

Disposition: Destroy 1 year after last action or when no longer needed.

DispAuthNo: NC1-059-84-03, item 7a 4/1/1999 Date Edited:

A-19-001-Evacuation Files - These files document support services provided to

employees and dependents of all foreign affairs agencies who are evacuated 07b

from an overseas post.

**Description:** b. Case Files. These are kept by name of person/family assisted, and include

information on services provided.

Disposition: Destroy 1 year after last action or when no longer needed.

DispAuthNo: NC1-059-84-03, item 7b Date Edited: 4/1/1999

A-19-001-Evacuation Files - These files document support services provided to

employees and dependents of all foreign affairs agencies who are evacuated 07c

from an overseas post.

**Description:** c. Country Files. These include correspondence, lists of names of persons

evacuated, evaluation forms completed by evacuees, etc.

Disposition: Destroy 10 years after evacuation is over, or sooner if no longer needed.

DispAuthNo: NC1-059-84-03, item 7c Date Edited: 12/20/2011

A-19-001-Education Files - These include reference materials on schools in the

Washington, D.C. area, boarding schools in the U.S. and abroad, and schools

at overseas posts.

08a

**Description:** a. Case Files. These include basic data on the case and services rendered. They

may be retrieved by name or by case type.

Disposition: Destroy 1 year after last action or when no longer needed.

DispAuthNo: N1-059-88-13, item 6a Date Edited: 4/1/1999

#### Chapter 19: Family Liaison Office Records

A-19-001-

**08b** 

Education Files - These include reference materials on schools in the Washington, D.C. area, boarding schools in the U.S. and abroad, and schools

at overseas posts.

**Description:** b. Country/Post Files. These include information about schools available at

overseas posts. The material is similar to that maintained by the Department Office

of Overseas Schools, except that these files also include some evaluative

information provided by individuals whose children have attended the schools. The files might also include correspondence with persons such as a Community Liaison

Officer at a post seeking information about schools.

**Disposition:** Destroy when obsolete or no longer needed.

**DispAuthNo:** N1-059-88-13, item 6b **Date Edited:** 4/1/1999

A-19-001-

08c

Education Files - These include reference materials on schools in the

Washington, D.C. area, boarding schools in the U.S. and abroad, and schools

at overseas posts.

**Description:** c. School files and computerized list of boarding schools. These contain

information about schools, handouts, and copies of correspondence with schools.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-059-88-13, item 6c **Date Edited:** 4/1/1999

A-19-001-09a **Employment Program Files** 

**Description:** a. Bilateral Work Agreements Negotiations Files. These files contain reference

material on employment opportunities in the Washington, D.C. area and overseas;

material used in counseling family members who are seeking employment;

applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored

by M/FL0.

**Disposition:** Retain in office for 10 years or until no longer needed.

**DispAuthNo:** NC1-059-84-03, item 9a **Date Edited:** 4/1/1999

### Chapter 19: Family Liaison Office Records

A-19-001-09b **Employment Program Files** 

Description:

b. Case files used in providing employment assistance. These files contain reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files

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/FL0.

**Disposition:** Destroy 1 year after last action or when no longer needed.

**DispAuthNo:** N1-059-88-13, item 7b **Date Edited:** 4/1/1999

A-19-001-09c **Employment Program Files** 

**Description:** c. Training Request Files. These files contain reference material on employment

opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by

M/FL0.

**Disposition:** Destroy when 3 years old, or no later than at end of tour of duty commenced

following functional training.

**DispAuthNo:** NC1-059-84-03, item 9c **Date Edited:** 4/1/1999

A-19-001-09d **Employment Program Files** 

**Description:** d. Country Files. These include information on job opportunities and employment

procedures in various countries. Also included are copies of Dependent

Employment Reports sent in cable format from CLOs at post.

**Disposition:** Destroy when obsolete or no longer needed.

**DispAuthNo:** N1-059-88-13, item 7d **Date Edited:** 4/1/1999

A-19-001-10 FLO Update

**Description:** Copies of quarterly publication sent to all CLO Coordinators and Administrative

Officers overseas.

**Disposition:** Destroy Master Set when no longer needed for reference.

**DispAuthNo:** N1-059-88-13, item 8 **Date Edited:** 4/1/1999

# Chapter 19: Family Liaison Office Records

A-19-001-11 Family Liaison Spouse Skill System (FL)

**Description:** Family Liaison Spouse Skill Data Bank. This on-line information system assists the

Family Liaison Office of the Department in locating employment opportunities for

spouses of Foreign Service personnel posted overseas.

**Disposition:** Destroy when active agency use ceases.

**DispAuthNo:** NC1-059-83-04, item 14 **Date Edited:** 4/1/1999