
U.S. Department of State Records Schedule

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-19-001-04a 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: 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

U.S. Department of State Records Schedule

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

U.S. Department of State Records Schedule

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-19-001-06a(1) 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.

(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-19-001-06a(2) 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

U.S. Department of State Records Schedule

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 on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/FLO.
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/FLO.
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

U.S. Department of State Records Schedule

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
