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Chapter 09: Foreign Service Institute Records

General

A-09-001-01a **Office of the Director - Program Policy Files**

Description: Records that document the development and implementation of policies and procedures concerning the operation of the Foreign Service Institute.

a. Recordkeeping copy (paper).

Disposition: Permanent. Retire to the Records Service Center (RSC) six months after the end of the Director or Deputy Director's tenure for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 25 years old. (ref. NN-173-84, item 1)

DispAuthNo: N1-059-99-17, item 1(1)a **Date Edited:** 7/20/2007

A-09-001-02a **Records Common to all Schools/Centers - Subject Files**

Description: Memorandums, telegrams, and other documentation on training program administration, including information on classes, curriculum, design, development, budget, procurement, evaluations, liaison, weekly activity reports, and other related subjects.

a. Recordkeeping copy (paper).

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-99-17, item 1(5)a **Date Edited:** 7/20/2007

A-09-001-03a(1) **Records Common to all Schools/Centers - Course Files**

Description: a. Correspondence, reports and other documentation on organization and enrollment of classes, correspondence with speakers, course agendas, class schedules, security clearance and biographic data, rosters, evaluations, surveys, lesson plans, etc.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 5 years old or no longer needed, whichever is sooner.

DispAuthNo: N1-059-99-17, item 1(6)a(1) **Date Edited:** 7/20/2007

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A-09-001-03b(1)	Records Common to all Schools/Centers - Course Files
Description:	b. Course presentation files consisting of one designated master set of the presentation used by an instructor for each course offered by the school/center. Materials include diskettes, tapes; instructor's materials, handouts; audiovisual aids (films, slides, sound recordings, transparencies); etc. (1) Recordkeeping copy (paper).
Disposition:	Destroy 10 years after materials become inactive or obsolete.
DispAuthNo:	N1-059-99-17, item 1(6)b(1) Date Edited: 7/20/2007
A-09-001-04a	Records Common to all Schools/Centers - Speaker Files
Description:	Consist of correspondence with speaker, speaker bio, copies of honoraria payments. a. Recordkeeping copy (paper).
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-99-17, item 1(7)a Date Edited: 7/20/2007
A-09-001-05a	Records Common to all Schools/Centers - Student Files (excludes Warrenton Training Center, see Item 090805)
Description:	Consist of correspondence with student, university, or sponsoring agency; copies of application for training, training evaluation reports or grade reports; transcripts; consultation notes; and progress reports. a. Recordkeeping copy (paper).
Disposition:	Destroy when 3 years old or no longer needed. (ref. NN-173-84, item 44)
DispAuthNo:	N1-059-99-17, item 1(8)a Date Edited: 7/20/2007
A-09-001-06	Records Common to all Schools/Centers - Student Bio Cards
Description:	Locator cards include student name, Social Security Number, current telephone number, course(s) currently enrolled.
Disposition:	Destroy when 1 year old. (ref. NN-173-84, item 45)
DispAuthNo:	N1-059-99-17, item 1(9) Date Edited: 7/20/2007

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A-09-001-07a(1) Records Common to all Schools/Centers - Correspondence Files

Description: a. Routine telegrams to and from posts.

 (1) Recordkeeping copy (paper).

Disposition: Destroy when 3 months old.

DispAuthNo: N1-059-99-17, item 1(10)a(1) **Date Edited:** 7/20/2007

A-09-001-07b Transitory Records

Description: Records required only for a short time (generally less than 180 days) and that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include, but are not limited to:

- messages coordinating schedules, appointments, and events
- transmittal documents and correspondence such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of approval, concurrence, or decision-making, or include substantive comments
- received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees
- messages received from agency distribution lists or listservs
- "to-do" or task lists and assignments

Disposition: Temporary. Destroy when no longer needed for business use, or according to agency predetermined time period or business rule. (Supersedes GRS 23, item 6a; GRS 23, item 6b; and GRS 23, item 7)

DispAuthNo: DAA-GRS-2017-0003-0001 (G) **Date Edited:** 9/25/2017

A-09-001-08a Records Common to all Schools/Centers - Training Evaluation Reports

Description: Copies of student training evaluation reports such as DS-1106, with transmittal letter. Originals sent to appropriate agency or to Personnel files.

a. Recordkeeping copy (paper).

Disposition: Destroy when 5 years old.

DispAuthNo: N1-059-99-17, item 1(11)a **Date Edited:** 7/20/2007

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A-09-001-09a **Records Common to all Schools/Centers - Working Files**

Description: Files maintained by individuals, for their own use, used as reference; duplicate information filed in subject files.

a. Recordkeeping copy (paper).

Disposition: Destroy at end of project.

DispAuthNo: N1-059-99-17, item 1(12)a **Date Edited:** 7/20/2007

A-09-001-10a **Records Common to all Schools/Centers - Project Files**

Description: Project files are working files of studies, reports, briefing papers for hearings, etc.

a. Recordkeeping copy (paper).

Disposition: Destroy when 20 years old or no longer needed, whichever is sooner.

DispAuthNo: N1-059-99-17, item 1(13)a **Date Edited:** 7/20/2007

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The Senior Seminar

A-09-002-01 Seminar Member Files

Description: a. Biographic data and training evaluation reports.
(1) Recordkeeping copy (paper).

Disposition: Destroy 3 years after file is cut off. (ref. NN-173-84, item 7a)

DispAuthNo: N1-059-99-17, item 2(1)a(1) **Date Edited:** 7/20/2007

A-09-002-01b Seminar Member Files

Description: b. Copies of correspondence prepared by the member when arranging Seminar activities; reports and other materials related to Seminar trips and other activities.
(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 7b)

DispAuthNo: N1-059-99-17, item 2(1)b(1) **Date Edited:** 7/20/2007

A-09-002-01d Seminar Member Files

Description: c. February Research Projects. Consist of research papers and background materials.
(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 7c)

DispAuthNo: N1-059-99-17, item 2(1)c(1) **Date Edited:** 7/20/2007

A-09-002-02 Seminar General Administrative Files

Description: a. Correspondence and other documentation pertaining to personnel, travel and supply.
(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 8a)

DispAuthNo: N1-059-99-17, item 2(2)a(1) **Date Edited:** 7/20/2007

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A-09-002-02b	Seminar General Administrative Files
Description:	b. Data on curriculum, seminar projects, etc. (1) Recordkeeping copy (paper).
Disposition:	Destroy when 5 years old. (ref. NN-173-84, item 8b)
DispAuthNo:	N1-059-99-17, item 2(2)b(1) Date Edited: 7/20/2007
A-09-002-02d	Seminar General Administrative Files
Description:	c. Dean and Associate Dean staff chronological file, maintained by month.
Disposition:	Destroy when 2 years old or no longer needed, whichever is sooner.
DispAuthNo:	N1-059-99-17, item 2(2)c Date Edited: 7/20/2007
A-09-002-02e	Seminar General Administrative Files
Description:	d. Travel Voucher Files. Copies of travel vouchers filed by name of traveler. (1) Recordkeeping copy (paper).
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-99-17, item 2(2)d(1) Date Edited: 7/20/2007
A-09-002-03	Speaker Files
Description:	Filed by name of speaker. Consist of correspondence with speaker outlining purpose of seminar, general nature of speech, synopsis of speech, and speaker evaluation. a. Recordkeeping copy (paper).
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-059-99-17, item 2(3)a Date Edited: 7/20/2007

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A-09-002-04 **Class Files**

Description: One file per class (class of about 30 members convenes once a year). Consists of copies of training request forms, correspondence with member's agency, class roster, and curriculum notes.

a. Recordkeeping copy (paper).

Disposition: Destroy 3 years after file is cut off.

DispAuthNo: N1-059-99-17, item 2(4)a

Date Edited: 7/20/2007

A-09-002-05 **Trip Files**

Description: Consist of information pertaining to arrangements made for class trips, including information on contacts, copies of travel orders, and trip schedule.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-99-17, item 2(5)a

Date Edited: 7/20/2007

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Career Transition Center

A-09-003-01 **CTC Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Career Transition Center.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-059-99-17, item 3(1)a **Date Edited:** 7/20/2007

A-09-003-02 **Participant Files**

Description: a. Talent Bank Participant Files. Consist of registration forms and supporting documentation submitted by applicants for the US State Department, USAID, USIA, FAS, FCS Talent Bank.

Disposition: Destroy 2 years after case becomes inactive.

DispAuthNo: N1-059-99-17, item 3(2)a **Date Edited:** 7/20/2007

A-09-003-02a **Participant Files**

Description: b. Job Search Program Participant Files. Include applications for training, copies of retirement agreements, resumes, copies of resume cover letters, counselor notes on individual consultations, participant's answers to possible interview questions, book reviews, and bi-weekly reports of job search activities.

(1) Recordkeeping copy (paper).

Disposition: Temporary. Destroy 3 years after case becomes inactive. (ref. NN-173-148, item 2)

DispAuthNo: N1-059-99-17, item 3(2)b(1) **Date Edited:** 3/13/2019

A-09-003-03 **Job Leads Files**

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

(1) Recordkeeping copy (paper).

Disposition: Destroy when 1 year old. (ref. NN-173-148, item 1)

DispAuthNo: N1-059-99-17, item 3(3)a(1) **Date Edited:** 7/20/2007

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A-09-003-03b **Job Leads Files**

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

(1) Recordkeeping copy (paper).

Disposition: Destroy when obsolete or superseded.

DispAuthNo: N1-059-99-17, item 3(3)b(1) **Date Edited:** 7/20/2007

A-09-003-04 **Interagency Agreements**

Description: Agreements between State and other agencies participating in the career transition program.

a. Recordkeeping copy (paper).

Disposition: Destroy 3 years after agreement is terminated.

DispAuthNo: N1-059-99-17, item 3(4)a **Date Edited:** 7/20/2007

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Overseas Briefing Center**A-09-004-01 OBC Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Overseas Briefing Center.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-059-99-17, item 4(1)a **Date Edited:** 7/20/2007

A-09-004-02 Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

a. Master copy.

Disposition: Keep master until update has received final approval. Destroy master when 5 years old.

DispAuthNo: N1-059-99-17, item 4(2)a **Date Edited:** 7/20/2007

A-09-004-02a Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

b. Copyrighted materials.

Disposition: Keep permission to use copyrighted materials with master copy of the Culture Guide as long as copyrighted material is in the Culture Guide.

DispAuthNo: N1-059-99-17, item 4(2)b **Date Edited:** 7/20/2007

A-09-004-02c Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

d. Working files.

Disposition: Destroy 1 year after publication.

DispAuthNo: N1-059-99-17, item 4(2)d **Date Edited:** 7/20/2007

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A-09-004-03 **Returnee Cards**

Description: DS-1895, Returnee File, cards that individuals returning from overseas may voluntarily complete and place on file in the Overseas Briefing Center indicating their willingness to talk with employees and family members who are seeking information on the returnee's former post of assignment. Filed by country name.

Disposition: Destroy when 2 years old or when active agency use ceases.

DispAuthNo: N1-059-99-17, item 4(3) **Date Edited:** 7/20/2007

A-09-004-04 **Publications**

Description: Publications produced by the Overseas Briefing Center, including "What Do I Do Now? A Sourcebook on Regulations, Allowances, and Finances," "Protocol for the Modern Diplomat," the "Foreign Service Assignment Notebook," and "Where in the World Are You Going?"

a. Master copy.

Disposition: Keep master until update has received final approval. Destroy master when 5 years old.

DispAuthNo: N1-059-99-17, item 4(4)a **Date Edited:** 7/20/2007

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School of Language Studies

A-09-005-01 **Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Language Studies.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old. (ref. NN-173-84, item 24a)

DispAuthNo: N1-059-99-17, item 5(1)a

Date Edited: 7/20/2007

A-09-005-02 **Student Learning Style Files**

Description: Records are confidential, used only for purposes of research and to assist students. Students are assured that files will not become part of their official training records, and will not be shared outside Research, Evaluation and Development Division without permission of the student.

a. Paper records. Includes copies of completed learning style questionnaires and results of those questionnaires, notes from interviews with students and teachers, etc.

Disposition: Destroy when 1 year old or when no longer needed, whichever is later.

DispAuthNo: N1-059-03-04, item 3a

Date Edited: 12/11/2003

A-09-005-02a **Student Learning Style Files**

Description: Records are confidential, used only for purposes of research and to assist students. Students are assured that files will not become part of their official training records, and will not be shared outside Research, Evaluation and Development Division without permission of the student.

b. Electronic records. Includes copies of completed learning style questionnaires and results of those questionnaires, notes from interviews with students and teachers, etc. Also includes information about the training assignment (language, dates, proficiency scores), and scores on diagnostic instruments.

Disposition: Destroy when 30 years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-03-04, item 3b

Date Edited: 7/20/2007

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A-09-005-03 General File - Language Publications

Description: Correspondence concerning reproduction, availability, etc., of language publications; requisitions for publications and materials.

Recordkeeping copy (paper).

Disposition: Destroy when 1 year old. (ref. NN-173-84, item 29)

DispAuthNo: N1-059-99-17, item 5(3)a **Date Edited:** 7/20/2007

A-09-005-04 Biweekly Report of Instructor Time Utilization

Description: a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old. (ref. NN-173-84, item 30)

DispAuthNo: N1-059-99-17, item 5(4)a **Date Edited:** 7/20/2007

A-09-005-05 Interagency Files

Description: Reports, letters, minutes of meetings, fund transfer documents, agreements, and proposals used to secure funding for FSI programs.

a. Recordkeeping copy (paper).

Disposition: Destroy 5 years after completion of project.

DispAuthNo: N1-059-99-17, item 5(5)a **Date Edited:** 7/20/2007

A-09-005-06 Overseas Schools - Overseas Language Training (General Files)

Description: Correspondence, reports and other documentation on overseas language training programs and operation of the overseas language schools.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 1 year old.

DispAuthNo: N1-059-03-04, item 1a **Date Edited:** 12/11/2003

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A-09-005-06a	Overseas Schools - Overseas Language Training (General Files)
Description:	Correspondence, reports and other documentation on overseas language training programs and operation of the overseas language schools. b. Electronic records containing correspondence, reports, and other documentation on overseas language training programs and operation of the overseas language schools.
Disposition:	Delete when 30 years old.
DispAuthNo:	N1-059-03-04, item 1b
	Date Edited: 12/11/2003
A-09-005-07a	Testing Office - Employee Case Files
Description:	Filed by employee name. Files include Linguist copy, DS-1354, Language Proficiency Report; Testing Team Notes; DS-651, Report of Training in Language/Area Skills (for FSI graduates with test scores based on observation only); and testing case notes. a. Recordkeeping copy (paper).
Disposition:	Retire to RSC after 10 years of no activity for transfer to WNRC. Destroy when 35 years old. (ref. NN-173-84, item 38)
DispAuthNo:	N1-059-99-17, item 5(20)a
	Date Edited: 7/20/2007
A-09-005-08	Testing Unit - Language Testing General Correspondence Files
Description:	Correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel Office indicating Language Proficiency Test, results of Basic Officer Course, etc. a. Recordkeeping copy (paper).
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-03-04, item 2a
	Date Edited: 7/20/2007
A-09-005-08a	Testing Unit - Language Testing General Correspondence Files
Description:	b. Electronic records containing correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel Office indicating Language Proficiency Test, results of Basic Officer Course, etc.
Disposition:	Delete when 30 years old.
DispAuthNo:	N1-059-99-17, item 5(21)b
	Date Edited: 7/20/2007

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School of Professional and Area Studies

A-09-006-01 **Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Professional and Area Studies.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old. (ref. NN-173-84, item 42a)

DispAuthNo: N1-059-99-17, item 6(1)a **Date Edited:** 7/23/2007

A-09-006-02 **Correspondence Examinations**

Description: Returned examinations given by correspondence course.

a. Passed exams.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-059-99-17, item 6(2)a **Date Edited:** 7/23/2007

A-09-006-02a **Correspondence Examinations**

Description: Returned examinations given by correspondence course.

b. Failed exams.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-059-99-17, item 6(2)b **Date Edited:** 7/23/2007

A-09-006-03 **Academic Affairs**

Description: Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

a. University Students - General Correspondence Files.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 5 years old. (ref. NN-173-84, item 46)

DispAuthNo: N1-059-99-17, item 6(3)a(1) **Date Edited:** 7/23/2007

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A-09-006-03b	Academic Affairs
Description:	Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc. b. University Students - Student Files. Correspondence with student and university regarding student, evaluation of student's work, biographic data, etc. (1) Recordkeeping copy (paper).
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-99-17, item 6(3)b(1) Date Edited: 7/23/2007
A-09-006-04	Reader's Guides and Bibliographies
Description:	Publications designed to be a resource for those with an interest in specific area studies, such as the EuroGuide and the Guide to France. Many different sources are consulted in the production and frequent updates of the journal to keep them current. Information updated, researched and produced as determined by the course Chair. a. Master copy.
Disposition:	Destroy 5 years after updating and a new master is in place.
DispAuthNo:	N1-059-99-17, item 6(4)a Date Edited: 7/23/2007
A-09-006-04a	Reader's Guides and Bibliographies
Description:	Publications designed to be a resource for those with an interest in specific area studies, such as the EuroGuide and the Guide to France. Many different sources are consulted in the production and frequent updates of the journal to keep them current. Information updated, researched and produced as determined by the course Chair. b. Copyrighted materials.
Disposition:	Keep permission to use copyrighted materials in FSI master files as long as the copyrighted material is in the Reader's Guide.
DispAuthNo:	N1-059-99-17, item 6(4)b Date Edited: 7/23/2007

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Administrative Operations

A-09-007-01 Policy and Program Files

Description: Policy and procedural material that establishes, discusses, or defines the policies and procedures of the FSI Executive Office.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-059-99-17, item 7(1)a **Date Edited:** 7/23/2007

A-09-007-02 Audiovisual Facility - Audiovisual General Correspondence File

Description: Correspondence, reports and other documentation concern the administration and operation of the audiovisual function.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 55)

DispAuthNo: N1-059-99-17, item 7(10)a **Date Edited:** 7/23/2007

A-09-007-02b Audiovisual Facility - Film/Videotape Register

Description: List of motion picture films and videotapes available for use in classes at FSI. Maintained electronically.

Disposition: Destroy when 10 years old, or when superseded, whichever is later. (ref. NN-173-84, item 56)

DispAuthNo: N1-059-99-17, item 7(11) **Date Edited:** 7/23/2007

A-09-007-02c Audiovisual Facility - Audiovisual Project Request (Graphics/Videos)

Description:

Disposition: Destroy when 3 years old. (ref. NN-174-84, item 57)

DispAuthNo: N1-059-99-17, item 7(12) **Date Edited:** 7/23/2007

A-09-007-02d Audiovisual Facility - Photo Archives

Description:

Disposition: Destroy when 30 years old, or when superseded, whichever is later.

DispAuthNo: N1-059-99-17, item 7(13) **Date Edited:** 7/23/2007

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A-09-007-02e **Audiovisual Facility - Orientation and Training Films**

Description: Agency-sponsored orientation and training films consisting of motion pictures and videotapes about foreign affairs issues and policies. Films are used to train and orient personnel for overseas duties and are mainly developed for internal use.

Disposition: Destroy when 10 years old, or when superseded, whichever is later. (ref. N1-059-87-3, item 1)

DispAuthNo: N1-059-99-17, item 7(14) **Date Edited:** 7/23/2007

A-09-007-03 **Appropriation Allotment Files**

Description: Allotment records showing status of obligations and allotments under each authorized appropriation.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 7, item 3).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/7/2015

A-09-007-03a **Budget - Budget Book File**

Description: Correspondence, working papers and other documents related to annual budget submissions.

 a. Recordkeeping copy (paper).

Disposition: Destroy when 10 years old. (ref. NN-173-84, item 72)

DispAuthNo: N1-059-99-17, item 7(20)a **Date Edited:** 7/11/2012

A-09-007-04 **General Services - Parking Program Files**

Description: a. Applications for parking permits.

Disposition: Destroy applications at the end of the parking season.

DispAuthNo: N1-059-99-17, item 7(30)a **Date Edited:** 7/23/2007

A-09-007-04a **General Services - Parking Program Files**

Description: b. General information.

 (1) Recordkeeping copy (paper).

Disposition: Destroy after projects are completed.

DispAuthNo: N1-059-99-17, item 7(30)b(1) **Date Edited:** 7/23/2007

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A-09-007-04c	General Services - Building and Equipment Service Files
Description:	Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property, including fiscal copies. Records include: <ul style="list-style-type: none">• repair and maintenance work orders, requisitions, and related papers• maintenance and inspection logs and reports• job orders, service call records, action sheets, and repair logs• work, shop, or job schedules <p>Note 1: Agencies that contract out facility management may wish to retain records longer than this item's disposition instruction to document contract performance.</p> <p>Note 2: Agencies must offer any records created prior to January 1, 1939, to the National Archives and Records</p>
Disposition:	Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use. (Supersedes GRS 11, item 5)
DispAuthNo:	DAA-GRS-2016-0011-0009 (G) Date Edited: 6/12/2020
A-09-007-04e	General Services - Mail Room Records
Description:	Relating to incoming and outgoing registered mail pouches, registered, certified, insured, overnight, express and special delivery mailing, including receipts and return receipts. <p>a. Recordkeeping copy (paper).</p>
Disposition:	Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 5a)
DispAuthNo:	GRS 5.5, Item 020 Date Edited: 3/13/2017
A-09-007-04g	General Services - Telephone Records
Description:	Telephone statements and toll slips.
Disposition:	Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 10).
DispAuthNo:	GRS 1.1, item 010 Date Edited: 5/7/2015

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A-09-007-05 Library and Multimedia Services - Master Language Tapes/CDs

Description:

Disposition: Destroy when replaced by a revised edition or when no longer required for use by FSI. (ref. NC1-59-76-16, item 3)

DispAuthNo: N1-059-99-17, item 7(40) **Date Edited:** 7/23/2007

A-09-007-05a Library and Multimedia Services - After-Hours Log

Description:

Log of students' after-hours use of the Language Lab.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old or no longer needed. (ref. NC1-59-76-16, item 2)

DispAuthNo: N1-059-99-17, item 7(41)a **Date Edited:** 7/23/2007

A-09-007-05c Library and Multimedia Services - Monthly Lab Reservation Schedule

Description:

Shows days when FSI classes have reserved Lab space. Used to compile monthly statistical reports.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old or no longer needed.

DispAuthNo: N1-059-99-17, item 7(42)a **Date Edited:** 7/23/2007

A-09-007-06 Personnel - Summer Intern Program Files

Description:

Includes a file of general correspondence with colleges and universities regarding the summer intern program; case files on prospective interns concerning mainly requests for appointment and FSI replies.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 27)

DispAuthNo: N1-059-99-17, item 7(50)a **Date Edited:** 7/23/2007

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A-09-007-07 Registrar - Management Reports Files

Description: Management Reports - FSI Training. Records include pre-billing by month, quarter, and end of year; Final of Schedule of Courses; Matrices Reports; and Monthly Enrollment and Verification Billing Reports listed by school.

Disposition: TEMPORARY: Destroy when updated, no longer needed, or when 3 (three) years old, whichever is sooner. (ref. N1-059-00-17, item 61a)

DispAuthNo: N1-059-08-07, item 1 **Date Edited:** 6/20/2008

A-09-007-07a Registrar - Annual Reports Files

Description: Annual Reports - Internal and External Training. Annual compilation of training data for both internal and external training. Includes statistical summaries, charts, and related documentation.

Disposition: TEMPORARY: Destroy when 20 (twenty) years old, or when superseded, whichever is later. (ref. N1-059-99-17, item (61)b)

DispAuthNo: N1-059-08-07, item 2 **Date Edited:** 6/20/2008

A-09-007-07b Registrar - Internal Training Course Files

Description: Internal Training. Arranged by course title. Records include class roster, copies of DS-755, training request forms, and related correspondence.

Disposition: TEMPORARY: Retire to a Records Center when 1 (one) year old. Destroy when 10 (ten) years old. (ref. N1-059-99-17, item (62)a)

DispAuthNo: N1-059-08-07, item 3 **Date Edited:** 6/20/2008

A-09-007-07c Registrar - External Training Course Files

Description: External Training. Filed by month, and therein alphabetically by name of student. Regardless of media, records include copies of SF-182, training request form, course evaluation, Training Agreement, and related documentation.

Disposition: TEMPORARY: Retire to a Records Center when 1 (one) year old. Destroy when 10 (ten) years old. (ref. N1-059-99-17, item (62)b)

DispAuthNo: N1-059-08-07, item 4 **Date Edited:** 6/20/2008

A-09-007-07d Registrar - Student Travel Voucher Register

Description: Lists, by day, of students who turned in travel vouchers.

Disposition: TEMPORARY: Destroy when 3 (three) years old. (ref. N1-059-99-17, item (63))

DispAuthNo: N1-059-08-07, item 6 **Date Edited:** 6/20/2008

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A-09-007-07e **Registrar - Student Travel Voucher Register**
Description: Copies of payroll checks filed by pay period, and alphabetically therein by name of recipient.
Disposition: TEMPORARY: Destroy when 3 (three) years old. (ref. N1-059-99-17, item (64))
DispAuthNo: N1-059-08-07, item 7 **Date Edited:** 6/20/2008

A-09-007-07f **Registrar - State Magazine Inserts**
Description: Records consist of FSI course schedules and announcements for publishing in State Magazine.
Disposition: TEMPORARY: Destroy when 6 (six) months old. (ref. N1-059-99-17, item (66))
DispAuthNo: N1-059-08-07, item 8 **Date Edited:** 6/20/2008

A-09-007-07g **Credit Card Transactions**
Description: Records pertaining to FSI Merchant Status Credit Card Transactions for external training, to include underlying forms such as SF-182, Request, Authorization, Agreement and Certification of Training.
Disposition: TEMPORARY: Destroy 6 (six) years from the date of card purchase. (ref. N1-059-99-22, item 62c)
DispAuthNo: N1-059-08-07, item 5 **Date Edited:** 6/20/2008

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A-09-007-07h **Administrative Records Maintained in any Agency Office**

Description: Tracking and Control Records such as DS Form 4033, Administrative Departure Clearance form.

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. (Supersedes GRS 23, item 1)

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/25/2017

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School of Applied Information Technology**A-09-008-01 Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the School of Applied Information Technology.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-059-99-17, item 8(1)a

Date Edited: 7/23/2007

A-09-008-02 Warrenton Training Center - Student Files

Description: Telegrams and other documentation on individual training received covering attendance records, certifications, classes, courses, curriculums, evaluations, funding, instructor notes, rosters, schedules, transcripts, travel vouchers, and other related subjects.

a. Recordkeeping copy (paper).

Disposition: Cut off at end of CY 2008. Retire to the RSC. Destroy 3 (three) years after cut off date. (Supersedes N1-059-99-17, item 8(5)a)

DispAuthNo: N1-059-09-47, item 1

Date Edited: 2/2/2010
