
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: NC1-59-84-3, 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 (AAFSSW); and presentations given to audiences such as the Foreign Service Institute's Terrorism Seminar.

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

DispAuthNo: NC1-59-84-3, 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: NC1-59-88-13, 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 CLO's 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: N1-59-88-13, item 2a **Date Edited:** 4/1/1999

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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: N1-59-88-13, 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: NC1-59-84-3, item 4a(2) **Date Edited:** 4/1/1999

A-19-001-06b **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: b. All other cases.

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

DispAuthNo: NC1-59-84-3, item 6b **Date Edited:** 4/1/1999

A-19-001-07a **Evacuation Files - These files document support services provided to employees and dependents of all foreign affairs agencies who are evacuated from an overseas post.**

Description: a. Card Files. These are kept by name of person/family assisted, and include basic information on date and nature of services rendered.

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

DispAuthNo: NC1-59-84-3, item 7a **Date Edited:** 4/1/1999

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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:	NC1-59-84-3, 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:	N1-59-88-13, 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:	N1-59-88-13, item 8	Date Edited:	4/1/1999
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:	NC1-59-83-4, item 14	Date Edited:	4/1/1999
