



**Foreign Service Institute – Executive Director for Management –  
Office of the Registrar (FSI/EX/REG)  
Records Disposition Schedule**

**1. Management Reports Files - Registrar**

**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 years old, whichever is sooner.

**DispAuthNo:** New item - formerly N1-59-99-17, item 61a(1)

**2. Annual Reports Files - Registrar**

**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 Destroy when 20 years old, or when superseded, whichever is later.

**DispAuthNo.** N1-59-99-17, item 61b(1)

**3. Internal Training Course Files – Registrar**

**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 records center when 1 year old. Destroy when 10 years old.

**DispAuthNo:** New item - formerly N1-59-99-17, item 62a(1)

- 4. External Training Course Files - Registrar**
- 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 records center when 1 year old. Destroy when 10 years old.
- DispAuthNo:** New item – formerly N1-59-99-17, item 62b(1)
- 5. 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-years from the date of card purchase.
- DispAuthNo:** N1-59-99-22, item 62c
- 6. Student Travel Voucher Register - Registrar**
- Description:** Lists, by day, of students who turned in travel vouchers.
- Disposition:** Temporary. Destroy when 3 years old.
- DispAuthNo:** N1-59-99-17, item 63a
- 7. Student Travel Voucher Register - Registrar**
- Description:** Copies of payroll checks filed by pay period, and alphabetically therein by name of recipient.
- Disposition:** Temporary. Destroy when 3 years old.
- DispAuthNo:** N1-59-99-17, item 64
- 8. State Magazine Inserts - Registrar**
- Description:** Records consist of FSI course schedules and announcements for publishing in State Magazine.
- Disposition:** Temporary. Destroy when 6 months old.
- DispAuthNo:** New item - formerly N1-59-99-17, item 66a