

5 FAH-4 H-320 OPENING AND CLOSING POSTS

(TL:RMH-1; 10-30-1995)

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The Office of Information Services (OIS) is the only authorized agent of the Department to donate records to the National Archives. Any office wishing to donate records, contacts OIS/RA/RD and follows the procedures in 5 FAH-4 H-317 regarding retirement.

- (1) Posts that are opening or reopening must follow the procedures in this handbook and 5 FAH-3, TAGS/Terms Handbook for establishing records. Posts contact OIS/RA/RD for any assistance.
- (2) Posts that are reopening should contact OIS/IA/RB for possible retrieval and identification of any older records that have been retired which may be of benefit in reestablishing the post.

5 FAH-4 H-322 CLOSING POSTS

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Records of posts scheduled to be closed are to be transferred, retired, or destroyed in accordance with the following guidelines. When such records are transferred, retired, or destroyed, the post must notify OIS/RA/RD of any and all actions planned and taken. OIS/RA/RD will provide guidance and assistance as necessary.

5 FAH-4 H-322.1 Program Files

(TL:RMH-1; 10-30-1995)

- a. Retire permanent records which include the front office subject and chron files and political and economic subject files unless they are needed for incorporation with the files of another post for continuity.
- b. Transfer those records needed by another post as a result of a transfer of

functions.

- c. All other records are retired or destroyed in accordance with appropriate records disposition schedules.

5 FAH-4 H-322.2 Chronological Files

(TL:RMH-1; 10-30-1995)

Transfer the current pertinent chronological files to the post absorbing any functions, and destroy the remainder. Front office chronological files are to be retired along with the program files.

5 FAH-4 H-322.3 Personnel Records

(TL:RMH-1; 10-30-1995)

Official personnel folders of Foreign Service Nationals are to be retired to the Office of Personnel, Records Management Division (PER/EX/ADM/RM), Department of State, Washington, D.C. 20520-1609.

5 FAH-4 H-322.4 Commercial Library

(TL:RMH-1; 10-30-1995)

Donate material to an appropriate local organization or transfer to the post assuming the commercial responsibilities.

5 FAH-4 H-323 THROUGH H-329 UNASSIGNED