
U.S. Department of State Records Schedule

Chapter 08: Overseas Buildings Operations

Central Files**A-08-002-01 FBO Central File-Post Correspondence**

Description: Includes correspondence dealing with capital and minor improvements; progress reports on buildings under construction, as well as correspondence concerning proposed buildings; information on the site, location and cost of operation of properties managed by FBO; requests for the post's yearly fiscal reports; requests to posts and replies concerning photographs of properties; correspondence stating that contracts have been transmitted or amendments made, but NOT ACTUAL CONTRACTS; and general information dealing with a country or specific post.

Disposition: Retire to RSC when 4 years old. Destroy when 14 years old. (ref. II NNA-3111, item 46 and NN 171-69, items 6, 7, & 8)

DispAuthNo: NC1-59-76-10, item 1 **Date Edited:** 4/1/1999

A-08-002-02 Blueprints and Drawings

Description: Master file of blueprints and drawings of proposed, constructed or completed buildings.

Disposition: Permanent. Transfer to RSC when no longer needed. Offer to National Archives when 30 years old. (ref. II NNA-3111, item 43)

DispAuthNo: NC1-59-76-10, item 2 **Date Edited:** 6/4/2004

A-08-002-03 Real Estate Management System (REMS)

Description: An electronic information system designed to assist administrative personnel at embassies and consulates to manage their real estate holdings, long and short term leases for apartments and office space, and work orders for repairs. Additionally this information is provided to FBO headquarters to a centralized data base to manage real estate assets worldwide.

Disposition: Destroy information when obsolete or no longer needed for reference purposes.

DispAuthNo: N1-59-87-11, item 1 **Date Edited:** 4/1/1999

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Contracts and Purchasing

A-08-004-01 **Purchase Order File**
Description: Purchase orders and related communications with posts and with firms, including card record showing status of purchase orders.

Disposition: Destroy 2 years after final payment.

DispAuthNo: II-NNA-3111, item 16 **Date Edited:** 4/1/1999

A-08-004-02 **Contract File**
Description: Consists of copies of contracts and related communications with contractors, architects and construction supervisors.

Disposition: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3 **Date Edited:** 4/1/1999

A-08-004-03 **Rejected Bid File**
Description: Consists of communications with bidders for FBO contracts who for one reason or another were rejected; rejected bids; catalogs and advertising literature.

Disposition: Destroy 6 years after date of award, as amended by GAO letter of April 27, 1971.

DispAuthNo: NN-171-69, item 1 **Date Edited:** 4/1/1999

A-08-004-04 **Mailing List of Bidders**

Description:

Disposition: Destroy when superseded.

DispAuthNo: II-NNA-3111, item 20 **Date Edited:** 4/1/1999

A-08-004-05 **Card Record of Post Automotive Equipment**

Description:

Disposition: Destroy when superseded.

DispAuthNo: II-NNA-3111, item 21 **Date Edited:** 4/1/1999

A-08-004-06 **Post Reports on Sale of Equipment**

Description: Reports of posts and related correspondence regarding the sale of surplus or obsolete equipment.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 22 **Date Edited:** 4/1/1999

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Leasing

A-08-005-01 Long Term Leases

Description: Copies of long term leases for properties at posts, with copies of related repair contracts and communications.

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 2 **Date Edited:** 4/1/1999

A-08-005-02 Short Term Leases

Description:

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-164-5, item 2 **Date Edited:** 4/1/1999

A-08-005-03 Leased Property Floor Plans and Photographs.

Description:

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 3 **Date Edited:** 4/1/1999

A-08-005-04 Property Leasing Policy File

Description: Communications, reports and other papers maintained as a precedent file in such matters as interagency agreements, interpretations of law, internal procedures, and other significant subjects affecting the leasing of buildings abroad.

Disposition: Permanent. Offer to National Archives when 30 years old. (ref. II NNA-3111, item 27)

DispAuthNo: NC1-59-76-10, item 3 **Date Edited:** 4/1/1999

A-08-005-05 Claims File

Description: Communications regarding claims for certain adjustments under terms of leases for property at Foreign Service posts.

Disposition: Destroy 3 years after settlement of claim.

DispAuthNo: II-NNA-3111, item 28 **Date Edited:** 4/1/1999

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A-08-005-06 License File

Description: Communications regarding overseas properties licensed by the U.S. Government for the use of other than its own personnel.

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 4

Date Edited: 4/1/1999

A-08-005-07 Taxation File

Description: Communications and reports concerning taxes on leased properties abroad for which the United States is liable under terms of various treaties. Included are requests for information regarding tax problems relating to certain properties held by foreign governments in the United States.

Disposition: Destroy when information becomes obsolete or is superseded.

DispAuthNo: II-NNA-3111, item 30

Date Edited: 4/1/1999

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A-08-006-07 **Furniture Drawings**

Description: Drawings of furniture for use by posts in making reproductions.

Disposition: Destroy when obsolete or superseded.

DispAuthNo: II-NNA-3111, item 41

Date Edited:

4/1/1999

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Property Title and Survey

A-08-007-01 Title Deed to Property

Description: Original title deeds to property acquired by the United States in foreign countries.

Disposition: Destroy 10 years after property is sold and litigation is concluded.

DispAuthNo: II-NNA-3111, item 31 **Date Edited:** 4/1/1999

A-08-007-02 Site Records

Description: Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.

Disposition: Destroy records on acquired properties 10 years after property is sold and any litigation is concluded. Destroy records on properties rejected for acquisition 3 years after rejection.

DispAuthNo: II-NNA-3111, item 32 **Date Edited:** 4/1/1999

A-08-007-03 Maps, Surveys and Topographic Studies

Description: Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts

Disposition: Permanent. Offer to National Archives when 30 years old. (ref. II NNA-3111, item 33)

DispAuthNo: NC1-59-76-10, item 4 **Date Edited:** 4/1/1999

A-08-007-04 Gift Funds - Arranged by fiscal year and country

Description: Copies of telegrams, letters, memoranda, general correspondence and other related material which pertain to monetary and real estate contributions to the U.S. Government. FMP is the principal support bureau, keeps all official records, maintains an automated data base relating to such projects and authorizes acceptance of all donations.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-92-6, item 1 **Date Edited:** 4/1/1999

A-08-007-05 Capitol Program Files - Arranged by fiscal year and country

Description: Copies of memoranda, general correspondence, letters, "Capitol Program Fund Material", briefing papers, coordination of Congressional Testimony, transcripts, authorizations, request to Congress and other related material.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-92-6, item 2 **Date Edited:** 4/1/1999

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Office of Safety/Health and Environmental Management**A-08-008-01 Asbestos Survey Records**

Description: NOTE: Asbestos Survey inspections are expected to be a one time project. The project began in 1991 and is expected to continue for approximately 10 years or until all posts have been inspected. As each post completes its inspection, the reports are sent to the Department. These reports will be accessed to show the results of testing and/or monitoring asbestos for legal purposes only.

Bound in spiral notebooks, arranged as received and may range in size from 1/4 to 2 inches thick per report. One report for each building inspected. Reports document the results of inspections and tests used to monitor and measure asbestos, conducted at Department of State owned or long-term leased facilities.

Disposition: Retire to RSC at the end of the calendar year. Transfer to WNRC immediately. Destroy when 30 years old.

DispAuthNo: N1-59-92-30, item 1 **Date Edited:** 4/1/1999

A-08-008-02 Post Asbestos Management Plan

Description: This report is abstracted from the Asbestos Survey Records. The Post Asbestos Management Plan describes location and condition of asbestos materials in each post surveyed and gives procedures for managing asbestos in place.

Disposition: Destroy when all asbestos is removed from Post buildings.

DispAuthNo: N1-59-92-30, item 2 **Date Edited:** 4/1/1999

A-08-008-03a Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

Description: a. Documentation that reflects the decisions, policy, planning, negotiations, and history related to safety, industrial hygiene or environmental health. Correspondence, memorandums, memorandums of decision and conversation, reports, telegrams, and the Safety, Occupational Health and Environmental Management Resource Guides, that establishes Department of State policy and programs used to implement policy and document history.

Disposition: Cut off at the end of the calendar year. Transfer to RSC when 5 years old for transfer To WNRC. Destroy when 30 years old.

DispAuthNo: N1-59-92-30, item 3a **Date Edited:** 4/1/1999

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A-08-008-03b **Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.**

Description: b. Assessment Reports and reports of special studies.

Disposition: Destroy when 10 years old

DispAuthNo: N1-59-92-30, item 3b **Date Edited:** 4/1/1999

A-08-008-03c **Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.**

Description: c. Exposure Assessment data and related information.

Disposition: Retire to RSC when 10 years old for immediate transfer to WNRC and destroy when 30 years old.

DispAuthNo: N1-59-92-30, item 3c **Date Edited:** 4/1/1999

A-08-008-04 **Subject Files - Arranged by subject**

Description: Department notices, letters, bulletins, etc. relating to safety, industrial hygiene or environmental health.

Disposition: Destroy when superseded, obsolete or no longer needed.

DispAuthNo: N1-59-92-30, item 4 **Date Edited:** 4/1/1999

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Real Estate Management**A-08-009-01 Real Estate Central Files - Arranged by post name**

Description: Telegrams, environmental surveys, copies of lease agreements, letters, photographs, appraisals, reports, correspondence concerning proposed buildings, property agreements, negotiations, background materials and other documents pertaining to property leased or purchased by the U.S. Government.

Disposition: Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (ref. NC1-59-76-10, item 1)

DispAuthNo: N1-059-94-9, item 1 **Date Edited:** 7/19/2007

A-08-009-02 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-08-009-03 Real Estate Management Systems Files (REMS)

Description: Centralized database established to manage real estate assets worldwide. This electronic system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs.

Disposition: Delete information in the database when no longer needed for current operations.

DispAuthNo: N1-59-87-11, item 1 **Date Edited:** 7/20/2007

A-08-009-04 REMS Property Inventory Books - Arranged by regional bureau, country, post, and ownership type

Description: Real Estate Management reports, computer printouts, charts and other selected REMS data on U.S. Government-owned and leased property.

Disposition: Retire to RSC when 20 years old for transfer to WNRC. Destroy when 50 years old.

DispAuthNo: N1-59-94-9, item 4 **Date Edited:** 4/1/1999

A-08-009-05 REMS Development History Files - Arranged by subject and year

Description: Memoranda, correspondence, background documentation on the creation of the REMS System from 1982 to the present.

Disposition: Destroy 5 years after REMS is discontinued.

DispAuthNo: N1-59-94-9, item 5 **Date Edited:** 4/1/1999

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A-08-009-06	REMS Testing Files - Arranged in notebooks by project
Description:	Status Reports on REMS, requests for changes to current version of REMS, computer printouts, test results, and other related materials used to update REMS program in the Department.
Disposition:	Destroy 3 years after REMS is discontinued.
DispAuthNo:	N1-59-94-9, item 6
Date Edited:	4/1/1999
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A-08-009-07	REMS Installation Files - Arranged by post name
Description:	Memoranda, plans, progress reports, correspondence, telegrams, trip reports, arrangement for visits and other materials related to implementation of the REMS program at post.
Disposition:	Destroy 3 years after REMS is discontinued.
DispAuthNo:	N1-59-94-9, item 7
Date Edited:	4/1/1999
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A-08-009-08	Post Housing Profile and Waiver Files - Arranged by post name
Description:	Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies.
Disposition:	Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old.
DispAuthNo:	N1-59-94-9, item 8
Date Edited:	4/1/1999
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A-08-009-09a(1)	Real Property Title Records - Arranged by post and property number
Description:	Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties. a. Title Deeds to Property (at post) (1) Where local law does not require that the originals be retained by the foreign country: (Note: Under no circumstance should original title (crown-type lease deeds) documentation or the equivalent substitute, original issuance be held at post.)
Disposition:	Forward signed, original title or crown lease-type deed document(s) issued by the host country to A/FBO/OPS/RE/RPM. Retain one official, signed copy at post.
DispAuthNo:	N1-59-94-9, item 9a(1)
Date Edited:	7/20/2007
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A-08-009-09a(2)	Real Property Title Records - Arranged by post and property number
Description:	Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties. a. Title Deeds to Property (at post) (2) Where local law does require that the originals be retained by the foreign country
Disposition:	Forward two signed, certified copies of title (or crown lease-type deed) document(s) or document equivalency that is recognized by the host government as well as the courts of the host country as having equal validity as to proof-of-U.S. Government-ownership as would an original deed to A/FBO/OPS/RE/RPM).
DispAuthNo:	N1-59-94-9, item 9a(2)
Date Edited:	7/20/2007

A-08-009-09b	Real Property Title Records
Description:	Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties. b. Title Documentation for both Freehold and Leasehold Property (at Department). Original and certified copies of title deeds or crown-lease deeds acquired by U.S. in foreign countries.
Disposition:	Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded. (ref. II NNA-3111, item 3)
DispAuthNo:	N1-59-94-9, item 9b
Date Edited:	4/1/1999

A-08-009-10	Real Estate Asset Management Files - Arranged by post
Description:	Reports, maps, telegrams, memoranda, letters, background materials, real estate evaluations, statistical reports, drafts, lease on-site reports, and other related documents.
Disposition:	Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.
DispAuthNo:	N1-59-94-9, item 10
Date Edited:	4/1/1999

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A-08-009-11 Real Estate Property Appraisals - Arranged by post name

Description: Letters, memoranda, background materials, handwritten notes, appraisal reports, photographs, maps, cost estimates, and other documentation which pertain to U.S. Government leased property.

Disposition: Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.

DispAuthNo: N1-59-94-9, item 11 **Date Edited:** 4/1/1999

A-08-009-12 Long-Term Leases (Over 10 years)

Description: Maintained in the Department. Original signed long-term leases for properties at posts, decision memoranda, acquisitions, contracts, blueprints, plans, photographs, surveys, letters, with copies of related repair contracts and other materials related to long term leases.

Disposition: Destroy 25 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: N1-59-94-9, item 12 **Date Edited:** 4/1/1999

A-08-009-13 Short-Term Leases

Description: Maintained at post. Contracts, leases, property description, notes, letters, memorandums, purchase orders, purchase receipts, estimates, work orders, telegrams and other related documents.

Disposition: Destroy 3 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: N1-59-94-9, item 13 **Date Edited:** 4/1/1999

A-08-009-14a Site Records

Description: Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government in foreign countries

a. Acquired Properties.

Disposition: Destroy records on acquired property 50 years after property is sold and any litigation is concluded. (ref. II NNA-3111, item 32)

DispAuthNo: N1-59-94-9, item 14a **Date Edited:** 4/1/1999

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Art In Embassies Program

A-08-010-01 Art in Embassies Post Files

Description: These files consist of correspondence concerning the obtaining of paintings and other art objects for display at embassies, and related shipping forms, memorandums, inventories of painting and check sheets indicating post's desires for works of art. Includes documentation for insurance and shipment for works of art.

Disposition: Block file every 2 years and destroy when 6 years old.

DispAuthNo: NN-171-140, item 1 **Date Edited:** 4/1/1999

A-08-010-02 Art Loan Files

Description: These files consist of correspondence with individuals, galleries, museums, private clubs and organizations, corporations and foundations regarding the loan of works of art. Includes documentation for insurance and shipment of works of art.

Disposition: Destroy 6 years after becoming inactive.

DispAuthNo: NN-171-140, item 2 **Date Edited:** 10/2/2007

A-08-010-03 National and Executive Committee of the Art in Embassies Program Records

Description: These records consist of general correspondence concerning committee activities and individual name files containing correspondence with individual members, data sheet and related documentation.

Disposition: Retain in A/ART.

DispAuthNo: NN-171-140, item 3 **Date Edited:** 4/1/1999

A-08-010-04 Color Slides

Description: Color transparencies of works of art used in the program.

Disposition: Retain in A/ART.

DispAuthNo: NN-171-140, item 4 **Date Edited:** 4/1/1999

A-08-010-05 Registration, Location, Condition Receipt Record

Description: Control Cards maintained by Artist, Country where located, Title and by assigned number.

Disposition: Retain in A/ART.

DispAuthNo: NN-17-140, item 6 **Date Edited:** 10/2/2007

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OBO Front Office

A-08-011-01 Director's Correspondence Files

Description: Includes guidance and policy documentation; decision papers.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Director's tenure or sooner if necessary. Transfer to Records Service Center at cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-9, item 1 **Date Edited:** 3/6/2008

A-08-011-02 Travel Briefing Book for Opening Ceremonies

Description: Briefing materials on openings of new overseas posts. Includes Director's schedule; Trip reports; Country clearance cables; Visit schedules; Names of meeting participants; Fact Sheets on visiting post; and Talking points.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Director's tenure or sooner if necessary. Transfer to Records Service Center at cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-9, item 2 **Date Edited:** 3/6/2008

A-08-011-03 Director's Congratulatory and Condolence File

Description: Contains copies of the Director's thank you letters to post after ceremonial/groundbreaking visits; commendations to posts; congratulatory messages on promotions; and condolence letters to post employees.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-9, item 3 **Date Edited:** 3/6/2008

A-08-011-04 Director's Calendar and Daily Schedule

Description: Calendar and daily schedule for the Director, Bureau of Overseas Building Operations.

Disposition: TEMPORARY: Cutoff at the end of Calendar Year. Destroy three (3) years after cutoff.

DispAuthNo: N1-059-07-9, item 4 **Date Edited:** 3/6/2008

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A-08-011-05 Contracting Officer's Representative (COR) Files

Description: Reference materials on contractors' personnel information, performance ratings, and resumes; guidance memos to post from the General; and copies of contracts and amendments. Used solely for reference purposes. (Official copy retained in subordinate office).

Disposition: TEMPORARY: Destroy when contractor is separated from the organization or no longer needed for reference.

DispAuthNo: Non-record **Date Edited:** 3/6/2008

A-08-011-06 Director's Correspondence/Working Files

Description: Reference copies of notes, memorandums, and letters to/from the Director; and other reference materials such as copies of taskers, official-informal correspondence; copies of action memorandums, briefing memorandums, and guidance memorandums. (Used solely for reference purposes. Official copy retained in subordinate office(s)).

Disposition: TEMPORARY: Destroy when no longer needed for reference.

DispAuthNo: Non-record **Date Edited:** 3/6/2008

A-08-011-07 Travel Vouchers

Description: Routine administrative records including outgoing correspondence, forms, vouchers, and related records pertaining to commercial and non-commercial agency travel and transportation.

Disposition: TEMPORARY: Destroy when two (2) years old.

DispAuthNo: GRS 9, item 4a **Date Edited:** 3/6/2008

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Chief of Staff

A-08-012-01 Front Office Chron

Description: Includes, notes to the Secretary of State; decision memorandums, action memorandums, and information memorandums from the OBO Front Office to the Undersecretary for Management.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Calendar Year. Transfer to Records Service Center two (2) years after cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-14, item 1 **Date Edited:** 3/6/2008

A-08-012-02 Broadcast Emails

Description: Contains electronic copies of OBO broadcast email messages on various administrative issues including guidelines and travel advisories for official travel to and from posts and IT messages for information management.

Disposition: TEMPORARY: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-059-07-14, item 2 **Date Edited:** 3/6/2008

A-08-012-03 Chief of Staff's Calendar and Daily Schedule

Description: Calendar and daily schedule for the Chief of Staff, Bureau of Overseas Buildings Operations.

Disposition: TEMPORARY: Cutoff at the end of Calendar Year. Destroy three (3) years after cutoff.

DispAuthNo: N1-059-07-14, item 3 **Date Edited:** 3/6/2008

A-08-012-04 Tracking and Control Records

Description: Electronic logs used to control or document the status of correspondence, reports, and other records. Consists of pending taskers by month and completed tasker items.

Disposition: TEMPORARY: Destroy or delete when two (2) years old, or two (2) years after the date of the latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8 **Date Edited:** 3/6/2008

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A-08-012-05	Travel Vouchers		
Description:	a. Routine administrative records including outgoing correspondence, forms, vouchers, and related records pertaining to commercial and non-commercial agency travel and transportation and freight functions not covered elsewhere in this schedule; reference items, and E-mails.		
Disposition:	TEMPORARY: Destroy when two (2) years old.		
DispAuthNo:	GRS 9, item 4a	Date Edited:	3/6/2008
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A-08-012-05a	Travel Vouchers		
Description:	b. Accountability records documenting the issue or receipt of accountable documents.		
Disposition:	TEMPORARY: Destroy when one (1) year old.		
DispAuthNo:	GRS 9, item 4b	Date Edited:	3/6/2008
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A-08-012-06	Time and Attendance		
Description:	All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexi-time records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.		
Disposition:	TEMPORARY: Destroy after GAO audit or when six (6) years old, whichever is sooner.		
DispAuthNo:	GRS 2, item 7	Date Edited:	3/6/2008
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A-08-012-07	Working Files		
Description:	Copies of ceremonial trip reports, reference copies of inter-office decision memorandum regarding planning, and purchases. Soley used for reference.		
Disposition:	TEMPORARY: Destroy when no longer needed or superseded.		
DispAuthNo:	Non-record	Date Edited:	3/6/2008
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Internal Review and Operations Research**A-08-013-01 Background Information Files**

Description: Report background information used in preparation of the internal review reports or to monitor operations. Includes copies of weekly reports, contract and procurement information, Special Projects, Congressional Budget Requests, weekly/monthly meetings, Management Control Steering Committee files, etc.

Arranged chronologically by OBO organizations.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-7, item 1 **Date Edited:** 1/17/2008

A-08-013-02 Internal Review Report Files

Description: File contains reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Reports prepared in response to Bureau Director's written or verbal requests to conduct a review/evaluation of OBO offices. The evaluation includes administrative, functional or operational aspects. Final Review Report consists of information regarding findings, conclusions, recommendation, and background and/or supporting documentation. Files may include follow-up reports to monitor the office response to IROR recommendations and/or the plan of action by office reviewed.

Arranged chronologically by office. Files cover the period from 2003 to present.

Disposition: TEMPORARY: Cut off when no further corrective action is necessary. Destroy five (5) years after cutoff or when superseded by another report, whichever is later

DispAuthNo: GRS 16, item 14f(1) **Date Edited:** 1/17/2008

A-08-013-03 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo: GRS 16, item 15a **Date Edited:** 1/17/2008

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Iraq Project Coordination Office**A-08-015-01 Site Photos - Ground Level**

Description: Pictorial history of the construction of the embassy compound as it progressed including structural, electrical, site visit, etc. Pictures of the embassy compound and surrounding areas. Updated until completion of project.

a. Paper or hard print copies of photos.

Disposition: TEMPORARY: Destroy six (6) years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-5, item 1 **Date Edited:** 4/21/2008

A-08-015-01a Site Photos - Ground Level

Description: Pictorial history of the construction of the embassy compound as it progressed including structural, electrical, site visit, etc. Pictures of the embassy compound and surrounding areas. Updated until completion of project.

b. Electronic copy of photos kept on CD.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-5, item 2 **Date Edited:** 4/21/2008

A-08-015-02 Weekly Meeting Files

Description: File contains progress reports and meeting minutes concerning the status of the project.

Disposition: TEMPORARY: Destroy when three (3) years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-5, item 3 **Date Edited:** 4/21/2008

A-08-015-03 Summary Report Files

Description: Reports produced by each contractor on site for each building. Includes requests from contractors regarding the structure and request for structure inspection. Maintained in binders.

Disposition: TEMPORARY: Destroy six (6) years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-5, item 4 **Date Edited:** 4/21/2008

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A-08-015-04	Contract Files
Description:	Files consist of copies of contracts and related communications with contractors, architects and construction supervisors. Files arranged in numerical order by contract number.
Disposition:	TEMPORARY: Destroy six (6) years and three (3) months after final payment or when no longer needed.
DispAuthNo:	GRS 3, item 3a(1)(a)
Date Edited:	4/21/2008

A-08-015-05	Submittal Files
Description:	Files contain reports related to each of the major contracts. Include technical specification reports for mechanical, electrical, concrete and furniture for new building compound.
Disposition:	TEMPORARY: Destroy six (6) years and three (3) months after final payment or when no longer needed.
DispAuthNo:	GRS 3, item 3a(1)(a)
Date Edited:	4/21/2008

A-08-015-06	Drawings and Specifications
Description:	Files contain master file drawings and specifications of architectural, electrical, mechanical and structural specifications for proposed, constructed or completed buildings. Includes specifications and associated reports.
Disposition:	PERMANENT: Transfer to records center when no longer needed. Offer to National Archives when twenty-five (25) years old.
DispAuthNo:	NC1-059-76-10, item 2
Date Edited:	4/21/2008

A-08-015-07	Request for Information (RFI) Submittals
Description:	Files consist of questions and/or problems encountered by the project contractors that require a resolution from IPCO. Maintained by contract number.
Disposition:	TEMPORARY: Destroy in six (6) years three (3) months after final payment or when no longer needed.
DispAuthNo:	GRS 3, item 3a(1)(a)
Date Edited:	4/21/2008

A-08-015-08	Maps, Surveys and Topographic Studies
Description:	Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts.
Disposition:	PERMANENT: Offer to National Archives when twenty-five (25) years old.
DispAuthNo:	NC1-059-76-10, Item 4
Date Edited:	4/21/2008

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A-08-015-09 Model of Embassy Compound Iraq

Description: Constructed 3D scale model of the Embassy buildings, residential compound and landscaping.

Disposition: TEMPORARY: Maintain until no longer needed.

DispAuthNo: NON-RECORD **Date Edited:** 4/21/2008

A-08-015-10 Technical Specification Manuals

Description: Reference copies of manuals, publications, technical information other documentation on building specifications for electrical, mechanical, plumbing, concrete and other technical specification related to construction of government owned building. Used solely for reference purposes only.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: NON-RECORD **Date Edited:** 4/21/2008

A-08-015-11 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete within on hundred-eighty (180) days after the recordkeeping copy has been produced.

DispAuthNo: GRS 23, item 10a **Date Edited:** 4/21/2008

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Management Support Division

A-08-017-01	Project Files		
Description:	Files contain reconfiguration requests, drawings, maps, budget files, spread sheets, ledger, forecasting invoices, payment disposition and purchase orders.		
Disposition:	TEMPORARY: Cut off when project completed. Destroy/delete 7 (seven) years after cut off.		
DispAuthNo:	N1-059-07-13, item 1	Date Edited:	1/29/2008
A-08-017-02	Courier Logs		
Description:	a. Courier runs to/from local embassies for passport and visa pick-up/deliver.		
Disposition:	TEMPORARY: Destroy when 6 (six) months old.		
DispAuthNo:	GRS 12, item 6f	Date Edited:	1/29/2008
A-08-017-02a	Courier Logs		
Description:	b. Electronic database used to track passports and visas for accountability purposes. Arranged alphabetically by the person's name. Records span 2003 to present.		
Disposition:	TEMPORARY: Delete with related records or when the agency determines that are no longer needed for administrative, legal, audit or other operational purposes, whichever is later.		
DispAuthNo:	GRS 20, item 9	Date Edited:	1/29/2008
A-08-017-03	Passport Delivery/Accountability Forms		
Description:	Contains forms used to control or document the accountability for delivery of visas/passports.		
Disposition:	TEMPORARY: Destroy or delete when 2 (two) years old, or 2 (two) years after the date of the latest entry, whichever is applicable.		
DispAuthNo:	GRS 23, item 8	Date Edited:	1/29/2008
A-08-017-04	Official and Diplomatic Passports		
Description:	Documents relating to the issuance of official and diplomatic passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations		
Disposition:	TEMPORARY: Destroy when 3 (three) years old or upon separation of the bearer, whichever is sooner.		
DispAuthNo:	GRS 9, item 5a	Date Edited:	1/29/2008

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A-08-017-05 Travel Credit Card Files

Description: File includes application, letter of authorization from managing director, and delinquent cards.

Disposition: TEMPORARY: Destroy 6 (six) years and 3 (three) months after period covered by account.

DispAuthNo: GRS 6, item 1 **Date Edited:** 1/29/2008

A-08-017-06 Form DS-712 File

Description: Records of receipt and routing of incoming and outgoing mail.

Disposition: TEMPORARY: Destroy when 1 (one) year old.

DispAuthNo: GRS 12, item 6a **Date Edited:** 1/29/2008

A-08-017-07 Cable Profile Worksheet Files

Description: Correspondence and related records pertaining to internal administration and operation. File includes user information for accessing the database.

Disposition: TEMPORARY: Destroy when 2 (two) years old.

DispAuthNo: GRS 12, item 2a **Date Edited:** 1/29/2008

A-08-017-08 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: TEMPORARY: Block files annually. Retire yearly accumulations of 1 (one) box or more to Records Service Center when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 (six) years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 1/29/2008

A-08-017-09 Inventory Management Files

Description: a. Inventory List: Integrated Logistic Management System (ILMS) accounts for all domestic property within OBO.

Disposition: TEMPORARY: Destroy 2 (two) years from date of list.

DispAuthNo: GRS 3, item 9a **Date Edited:** 1/29/2008

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A-08-017-11 SmartPay Worldwide Purchase Card (Government Credit Card)
Description: Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records).

a. Transactions that exceed \$3,000

Disposition: TEMPORARY: Destroy when 6 (six) years and 3 (three) months after payment. The DBO or FMO retains copies of the reconciled monthly invoices for the same period of time.

DispAuthNo: GRS 6, item 1a **Date Edited:** 1/29/2008

A-08-017-11a SmartPay Worldwide Purchase Card (Government Credit Card)

Description: Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records).

b. Transactions that under \$3,000

Disposition: TEMPORARY: Destroy after GAO audit or when 3 (three) years old, whichever is sooner. (supersedes N1-059-96-29, item 1)

DispAuthNo: N1-059-07-13, item 14b **Date Edited:** 1/29/2008

A-08-017-12 Routine Procurement and Contract Files

Description: Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related paper pertaining to award, administration, receipt, inspection and payment.

b. Other copies

Disposition: TEMPORARY: Destroy upon termination or completion.

DispAuthNo: GRS 3, item 3a(2) **Date Edited:** 1/29/2008

A-08-017-13 Telecommunication General Files

Description: Telephone line requests within OBO, cell phones and telephone accounts.

a. Correspondence and related records pertaining to internal administration and operation.

Disposition: TEMPORARY: Destroy when 2 (two) years old.

DispAuthNo: GRS 12, item 2a **Date Edited:** 1/29/2008

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A-08-017-13e	Telecommunications General Files		
Description:	Telephone line requests within OBO, cell phones and telephone accounts. e. Copies of agreements with background data and other records relating to agreements for telecommunications services.		
Disposition:	TEMPORARY: Destroy 2 (two) years after expiration or cancellation of agreement.		
DispAuthNo:	GRS 12, item 2e	Date Edited:	1/29/2008

A-08-017-14	Facilities Management Files – Building and Equipment Service Files		
Description:	Requests for building and equipment maintenance services, excluding fiscal copies.		
Disposition:	TEMPORARY: Destroy 3 (three) months after work is performed or requisition is cancelled.		
DispAuthNo:	GRS 11, item 5	Date Edited:	1/29/2008

A-08-017-15	Space/Maintenance General Correspondence Files		
Description:	Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.		
Disposition:	TEMPORARY: Destroy when 2 (two) years old.		
DispAuthNo:	GRS 11, item 1	Date Edited:	1/29/2008

A-08-017-16	Supply Management Files		
Description:	Orders for office supplies, receiving reports of supplies.		
Disposition:	TEMPORARY: Destroy when 2 (two) years old.		
DispAuthNo:	GRS 3, item 4	Date Edited:	1/29/2008

A-08-017-17	Top Secret Accounting and Control Files		
Description:	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.		
Disposition:	TEMPORARY: Destroy 5 (five) years after documents shown on forms are downgraded, transferred, or destroyed.		
DispAuthNo:	GRS 18, item 5a	Date Edited:	1/29/2008

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A-08-017-17a	Top Secret Accounting and Control Files		
Description:	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.		
Disposition:	TEMPORARY: Destroy when related document is downgraded, transferred, or destroyed.		
DispAuthNo:	GRS 18, item 5b	Date Edited:	1/29/2008
A-08-017-18	Classified Document Container Security Files		
Description:	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.		
Disposition:	TEMPORARY: Destroy when superseded by a new form or list or upon turn-in of containers.		
DispAuthNo:	GRS 18, item 7a	Date Edited:	1/29/2008
A-08-017-18a	Classified Document Container Security Files		
Description:	Forms placed on safes, cabinets or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet.		
Disposition:	TEMPORARY: Destroy 3 (three) months following the last entry on the form.		
DispAuthNo:	GRS 18, item 7b	Date Edited:	1/29/2008
A-08-017-19	Investigative Files		
Description:	Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.		
Disposition:	TEMPORARY: Destroy when 2 (two) years old.		
DispAuthNo:	GRS 18, item 11	Date Edited:	1/29/2008
A-08-017-20	Security Clearance Administrative Subject Files		
Description:	Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule		
Disposition:	TEMPORARY: Destroy when 2 (two) years old.		
DispAuthNo:	GRS 18, item 12	Date Edited:	1/29/2008

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A-08-017-21	Personnel Security Clearance Status Files
Description:	Lists or rosters showing the current security clearance status of individuals.
Disposition:	TEMPORARY: Destroy when superseded or obsolete.
DispAuthNo:	GRS 18, item 23
Date Edited:	1/29/2008

A-08-017-22	Security Violations Files
Description:	Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information. Contains copies of OF-117 Notice of Security Incident and OF-118 Record of Incident. Excludes files relating to alleged violations of a sufficient serious nation that are referred to the Department of Justice or Department of Defense for prosecutive determination.
Disposition:	TEMPORARY: Destroy 2 (two) years after completion of final action.
DispAuthNo:	GRS 18, item 24b
Date Edited:	1/29/2008

A-08-017-23	Emergency Planning Correspondence Files
Description:	Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 18, item 26
Date Edited:	1/29/2008

A-08-017-24	Emergency Planning Case Files
Description:	Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.
Disposition:	TEMPORARY: Destroy 3 (three) years after issuance of a new plan or directive.
DispAuthNo:	GRS 18, item 27
Date Edited:	1/29/2008

A-08-017-25	Emergency Operations Test Files
Description:	Files accumulating from test conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.
Disposition:	TEMPORARY: Destroy when 3 (three) years old.
DispAuthNo:	GRS 18, item 28
Date Edited:	1/29/2008

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Resource Management Office**A-08-018-01 Vendor Payments/Claims Files**

Description: Includes invoices for contracts and purchase orders for payment purposes. Filed by obligation number. Also contains Personal Services Contract (PSC) files related to payment of PSC health plan.

Disposition: TEMPORARY: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 6, item 1a **Date Edited:** 2/22/2007

A-08-018-02 Routine Procurement and Contract Files

Description: Contracts, requisitions, purchase orders, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining the simplified acquisition threshold).

(1) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

Disposition: TEMPORARY: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3a(1) **Date Edited:** 2/22/2007

A-08-018-02a Routine Procurement and Contract Files

Description: Contracts, requisitions, purchase orders, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining the simplified acquisition threshold).

(2) Transactions at or below the simplified acquisition threshold and all construction contracts under \$2,000.

Disposition: TEMPORARY: Destroy 3 years after final payment.

DispAuthNo: GRS 3, item 3a(2) **Date Edited:** 2/22/2007

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Project Execution Office

A-08-022-01 OBO Internal Taskers

Description: Consists of internal taskers from the Director, regardless of media, on a wide variety of subjects. Arranged in numerical order.

Disposition: TEMPORARY: Destroy after action is taken or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-1, item 1 **Date Edited:** 7/22/2008

A-08-022-02 Historically Significant Drawings of Overseas Buildings

Description: Final working drawings and as-built drawings depicting overseas buildings considered historically, architecturally, or technologically significant, including buildings used for a major activity of the agency, long-lasting and important buildings, or buildings reflecting a distinctive architectural style or a standard design used for multiple buildings.

Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Transfer to National Archives 25 (twenty-five) years after cut off. (Formerly NC1-59-76-10, item 2 (A-08-002-02))

DispAuthNo: N1-059-08-1, item 2 **Date Edited:** 7/22/2008

A-08-022-03 Drawings of All Other Overseas Buildings and Structures

Description: Final working drawings and as-built drawings depicting temporary, insignificant, or routine overseas buildings or structures such as parking lots, minor administration buildings, storage sheds, warehouses, fences, drawings of duplicate buildings based on a standard design, or electrical, plumbing, heating, or air conditioning systems.

Recordkeeping copy (paper or electronic).

Disposition: TEMPORARY: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Destroy 6 (six) years after building no longer owned/leased.

DispAuthNo: N1-059-08-1, item 3 **Date Edited:** 7/22/2008

A-08-022-04 Design Phase Reports and Specifications

Description: Includes, regardless of media, project construction documents, specifications, calculations, reports, economic assets; folders arranged by post. Records may be in either electronic or paper form.

Disposition: TEMPORARY: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Destroy 6 (six) years after building no longer owned/leased.

DispAuthNo: N1-059-08-1, item 4 **Date Edited:** 7/22/2008

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A-08-022-05	OBO Building Permits
Description:	Issued permits to begin construction project, regardless of media, includes correspondence. Signed original permit is sent to project manager for filing.
Disposition:	TEMPORARY: Maintain as long as own/lease building. Destroy 6 (six) years after building no longer owned/leased.
DispAuthNo:	N1-059-08-1, item 5
Date Edited:	7/22/2008

A-08-022-06	Independent Government Estimates
Description:	Estimates, regardless of media, on costs for proposals.
Disposition:	TEMPORARY: Cut off after contract is offered. Destroy at end of job.
DispAuthNo:	N1-059-08-1, item 6
Date Edited:	7/22/2008

A-08-022-07	Construction Security Plan
Description:	The CSP includes a description of the construction/renovation to be performed. It includes the scope of work, the estimated start and completion dates, and project cost. It outlines the clearance requirements for labor, the procurement and transportation requirements, and any secure storage requirements. It designates the Site Security Manager and describes the project documentation requirements and includes accreditation records. Arranged by region, post, project number and IAG.
Disposition:	TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cut off.
DispAuthNo:	N1-059-08-1, item 7
Date Edited:	7/22/2008

A-08-022-08	Budget and Finance Records
Description:	Records pertaining to security construction projects including reports, authorization for project, purchase order, budget justification, and background data. Arranged by fiscal year and by project code.
Disposition:	TEMPORARY: Cut off at end of fiscal year. Destroy 6 (six) years, 3 (thress) months after final payment.
DispAuthNo:	N1-059-08-1, item 8
Date Edited:	7/22/2008

A-08-022-09	Worldwide Perimeter Security Upgrade Program Files
Description:	Contain proposals, task orders for upgrading perimeter, security requests for Diplomatic Security, and requests for funding for approved project. Paper files arranged by post.
Disposition:	TEMPORARY: Cut off when contract closes. Destroy 6 (six) years after cutoff.
DispAuthNo:	N1-059-08-1, item 9
Date Edited:	7/22/2008

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A-08-022-10	Shatter-Resistant Window Files
Description:	Contains specifications, proposals, task orders and/or procurement requests, requests for approval, requests for Diplomatic Security.
Disposition:	TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cutoff.
DispAuthNo:	N1-059-08-1, item 10
Date Edited:	7/22/2008

A-08-022-11	Construction Security Project Files
Description:	Contains various project or program files related to construction security installments at posts. Includes but not limited to elevator, façade, grills, antennas, and other projects, purchase order, proposals, and requests for approvals. For items in and around building HVAC (Heating, Ventilation, Air-Conditioning), fencing, public access control, maintenance and repair projects, modular and mechanical, post ammunition, physical security power renovations.
Disposition:	TEMPORARY: Cut off when project ends. Destroy 6 (six) years after cutoff.
DispAuthNo:	N1-059-08-1, item 11
Date Edited:	7/22/2008

A-08-022-12	Management Operations Files
Description:	Contains taskers, requests for information and points of contact, general information, safety and fire requirements related to domestic operations.
Disposition:	TEMPORARY: Destroy when no longer needed.
DispAuthNo:	N1-059-08-1, item 12
Date Edited:	7/22/2008

A-08-022-13	Emergency Security Supplementation
Description:	Temporary/ permanent security upgrade of an immediate nature in posts. Contains proposal, task order, request for DS, request for approved proposal.
Disposition:	TEMPORARY: Cut off when project ends. Destroy 6 (six) years after cutoff.
DispAuthNo:	N1-059-08-1, item 13
Date Edited:	7/22/2008

A-08-022-14	Office of Inspector General (OIG) Files
Description:	Contains reports, queries, responses, requests for information.
Disposition:	TEMPORARY: Destroy 3 (three) years after response or when no longer needed, whichever is later.
DispAuthNo:	N1-059-08-1, item 14
Date Edited:	7/22/2008

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A-08-022-15 Site Security Program – Security Personnel On-Line Tracking System (SPOT)

Description: Contains information on contractors and direct hire employees including personal data, travel information, security personnel, next of kin, site security coordinator.

Disposition: TEMPORARY: Destroy 5 (five) years after departure.

DispAuthNo: N1-059-08-1, item 15 **Date Edited:** 7/22/2008

A-08-022-16 Vehicle Case File - Automotive Fleet Control

Description: Consists of cables, memoranda, purchase orders, advice of obligations, statement regarding Federal excise tax exemption, communications with the U.S. Dispatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles to include Bills of Sale and Certificate of Origin.

Disposition: TEMPORARY: Destroy 7 (seven) years after sale or disposal of vehicle.

DispAuthNo: N1-059-08-1, item 16 **Date Edited:** 7/22/2008

A-08-022-17 Construction Security Program Files

Description: Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

a. For all construction projects that require a Construction Security Plan (CSP) based upon Federal Law.

Disposition: TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-1, item 17a **Date Edited:** 7/22/2008

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A-08-022-17a Construction Security Program Files

Description: Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

b. Files from overseas posts.

Disposition: TEMPORARY: Transfer to records storage center upon receipt. Destroy 6 (six) years after contract close-out.

DispAuthNo: N1-059-08-1, item 17b **Date Edited:** 7/22/2008

A-08-022-18 De-obligation Files

Description: Lists of monies not used in the various projects. Maintained electronically since 2002 by destination/project.

Disposition: TEMPORARY: Destroy 6 (six) years after funds obligated.

DispAuthNo: N1-059-08-1, item 18 **Date Edited:** 7/22/2008

A-08-022-19 Inventories of Presentational Materials

Description: Inventory reports, regardless of media, on china, glassware, and on other houseware materials.

Disposition: TEMPORARY: Maintain until superseded by revised plan or inventory.

DispAuthNo: N1-059-08-1, item 19 **Date Edited:** 7/22/2008

Operations and Maintenance Office**A-08-023-01 Reserved.**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/2/2007
