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| <b>Request for Records Disposition Authority</b><br>(See Instructions on reverse)     |  |
| To: <b>National Archives and Records Administration (NIR)</b><br>Washington, DC 20408 |  |
| 1. From: (Agency or establishment)<br>U.S. Department of State                        |  |
| 2. Major Subdivision<br>Overseas Buildings Operations                                 |  |
| 3. Minor Subdivision<br>Management Support Division                                   |  |
| 4. Name of Person with whom to confer<br>Shelia A. Prince                             | 5. Telephone (include area code)<br>(202) 261-8428 |

|   |  |
|---|--|
| <b>Leave Blank (NARA Use Only)</b>  |  |
| Job Number  | N1-59-07-13  |
| Date Received   | 8/27/07  |
| <b>Notification to Agency</b><br>In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |  |
| Date<br>12/16/07  | Archivist of the United States<br><i>[Signature]</i> |

**6. Agency Certification**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required       is attached       has been requested

|   |                                 |                              |
|---|---------------------------------|------------------------------|
| Signature of Agency Representative<br>Tasha M. Thian <i>[Signature]</i> | Title<br>Agency Records Officer | Date (mm/dd/yyyy)<br>8/17/07 |
|---|---------------------------------|------------------------------|

| 7. Item Number | 8. Description of Item and Proposed Disposition | 9. GRS or Superseded Job Citation | 10. Action taken (NARA Use Only) |
|----------------|---|-----------------------------------|----------------------------------|
|                | See Attached Schedule                           |                                   |                                  |

*Le 1/8/08 copies sent to agency & DWMW*

**Bureau of Overseas Buildings Operations**  
**Management Support Division**  
**(OBO/MSD)**

**The proposed disposition instructions apply to records series in all media and format.**

**1. 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 years after cut off.

**DispAuthNo:** Pending