

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) Department of State	
2. Major Subdivision Bureau of Overseas Buildings Operations	
3. Minor Subdivision Office of Resources Management	
4. Name of Person with whom to confer Tasha M. Thian	5. Telephone (include area code) 202-261-8424

<b>Leave Blank (NARA Use Only)</b>	
Job Number NI-059-07-5	
Date Received 3/26/07	
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 11/10/07	Archivist of the United States <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 <i>Margaret G. Peppie</i>	Title Department Records Officer	Date (m/m/dd/yyyy) 2/23/2007
---	-------------------------------------	---------------------------------

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Please see attached page.		

**Bureau of Overseas Buildings Operations**  
**Office of Resources Management (OBO/RM)**  
**Records Disposition Schedule**

**1. Capital Program Files**

**Description:** Copies of memoranda, general correspondence, letters, "Capital Program Fund Material," briefing papers, coordination of Congressional Testimony, transcripts, authorizations, requests to Congress and other related material. Includes responses to OIG, GAO, and Congressional inquiries relating to policy and procedures within OBO. Contains briefings, position papers, and reports. Filed by content/country. (formerly N1-59-92-6, item 2; A-08-007-5)

**Disposition:** Temporary. Destroy when 7 years old.

**2. Policy and Procedure Files**

**Description:** Master file of policy, procedures, and directives established within OBO. The files are maintained by office name and chronologically by date.

a. Paper/Hard Copy

**Disposition:** Temporary. Retain in the office for 7 years. Then, retire to a records storage center. Destroy when 20 years old

b. ~~Electronic Copy~~

**Disposition:** ~~Temporary. Delete when updated or superseded.~~

GRS 20, Item 3