

Request for Records Disposition Authority
(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
Internal Review and Operations Research Division

4. Name of Person with whom to confer
Tasha M. Thian

5. Telephone (include area code)
202-261-8424

Leave Blank (NARA Use Only)

Job Number
N1-059-07-7

Date Received
5/7/07

Notification to Agency
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
8/6/07

Archivist of the United States
[Signature]

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
Margaret G. Peppe

Title
Department Records Officer

Date (mm/dd/yyyy)
4/26/07

| 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 GRS or Superseded Job Citation | 10.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. | | |

SA 9/19/07 copies sent to Agency, NARA, NWC, etc

Bureau of Overseas Buildings Operations,
Internal Review and Operations Research Division

1. 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: Pending