

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 U.S. Department of State

2. MAJOR SUBDIVISION
 Bureau of Overseas Buildings Operation

3. MINOR SUBDIVISION
 Iraq Project Coordination Office (OBO/IPCO)

4. NAME OF PERSON WITH WHOM TO CONFER
 Tasha M. Thian

5. TELEPHONE
 (202) 261-8424

DO NOT WRITE IN THESE SPACES
 HAVE BLANK (NARA use only)

JOB NUMBER
 NI-59-07-8

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 2/17/08

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 _____ 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; or has been requested.

DATE: 4/26/07

SIGNATURE OF AGENCY REPRESENTATIVE: Margaret G. Peppe

TITLE: Deputy Director for IPS and Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SCHEDULE ATTACHED		

**Iraq Project Coordination Office (OBO/IPCO)
Records Disposition Schedule**

1. 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 6 years after New Embassy Compound turned over to post or when no longer needed, whichever is later.”

DispAuthNo: Pending

2. 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: Pending

3. Weekly Meeting Files

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

Disposition: Temporary. Destroy when 3 years old or when no longer needed, whichever is later.

DispAuthNo: Pending

4. 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 6 years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

DispAuthNo: Pending