

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER NI-59-07-8	
1. FROM (Agency or establishment) U.S. Department of State		DATE RECEIVED 5/7/07	
2. MAJOR SUBDIVISION Bureau of Overseas Buildings Operation		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Iraq Project Coordination Office (OBO/IPCO)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Tasha M. Thian	5. TELEPHONE (202) 261-8424	DATE 2/17/08	ARCHIVIST OF THE UNITED STATES <i>Althea W...</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 _____ 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 <i>Margaret G. Peppe</i> Margaret G. Peppe	TITLE Deputy Director for IPS and Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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