

**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

Front Office

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

NI-059-07-9

Date Received

6/11/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

7/1/03

Archivist of the United States

*Allen Weinstein*

**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)

5/30/2007

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 GRS or Superseded Job Citation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.

*2/2/08 Copies sent to agency, DOWNS, DOWNS, DWCT*

Overseas Buildings Operations (OBO)

Front Office

Records Disposition Schedule

- 1**                    **Director's Correspondence Files**
- Description:**    Includes guidance and policy documentation; decision papers. Recordkeeping copy is paper.
- Disposition:**    Permanent. Cutoff at the end of Director's tenure or sooner if necessary. Transfer to RSC at cutoff. Transfer to the National Archives 25 years after cutoff.
- DispAuthNo:**    Pending
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- 2**                    **Travel Briefing Books for Opening Ceremonies**
- Description:**    Briefing materials on openings of new overseas posts. Includes Director's schedule; Trip reports; Country clearance cables; Visit schedules; Names of meeting participants; Fact Sheets on visiting post; and Talking points. Recordkeeping copy is paper.
- Disposition:**    Permanent. Cutoff at the end of Director's tenure or sooner if necessary. Transfer to RSC at cutoff. Transfer to the National Archives 25 years after cutoff.
- DispAuthNo:**    Pending
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- 3**                    **Director's Congratulatory and Condolence File**
- Description:**    Contains copies of the Director's thank you letters to post after ceremonial/groundbreaking visits; commendations to posts; congratulatory messages on promotions; and condolence letters to post employees.
- Disposition:**    Temporary. Destroy when no longer needed.
- DispAuthNo:**    Pending
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- 4**                    **Director's Calendar and Daily Schedule**
- Description:**    Calendar and daily schedule for the Director, Bureau of Overseas Buildings Operations.
- Disposition:**    Temporary. Cutoff at the end of Calendar Year. Destroy 3 years after cutoff.
- DispAuthNo:**    Pending