

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) U.S. Department of State	
2. Major Subdivision Overseas Buildings Operations	
3. Minor Subdivision Office of the Chief of Staff	
4. Name of Person with whom to confer Shelia A. Prince	5. Telephone (include area code) (202) 261-8428

Leave Blank (NARA Use Only)	
Job Number <i>N1-059-07-14</i>	
Date Received <i>12/7/2007</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>2/1/08</i>	Archivist of the United States <i>Mike Lambert</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>Tasha M. Thian</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <i>8/23/07</i>
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See Attached Schedule		

10 2/13/08 copies sent to agency, Duomb, Duomw, & Duoct

Overseas Buildings Operations (OBO)
Office of the Chief of Staff
Records Disposition Schedule

1. OBO Front Office Chron

Description: Includes, notes to the Secretary of State; decision memorandums, action memorandums, and information memorandums from the OBO Front Office to the Undersecretary for Management. Recordkeeping copy is paper.

Disposition: Permanent. Cutoff at the end of Calendar Year. Transfer to RSC 2 years after cutoff. Transfer to the National Archives 25 years after cutoff.

DispAuthNo: Pending

2. OBO Broadcasts Emails

Description: Contains electronic copies of OBO broadcast email messages on various administrative issues including guidelines and travel advisories for official travel to and from posts and IT messages for information management.

Disposition: Temporary. Destroy when no longer needed for reference purposes.

DispAuthNo: Pending

3. Chief of Staff's Calendar and Daily Schedule

Description: Calendar and daily schedule for the Chief of Staff, Bureau of Overseas Buildings Operations.

Disposition: Temporary. Cutoff at the end of Calendar Year. Destroy 3 years after cutoff.

DispAuthNo: Pending