

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

<b>Leave Blank (NARA Use Only)</b>	
Job Number <i>NI-059-08-1</i>	
Date Received <i>10/29/07</i>	
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>6/17/08</i>	Archivist of the United States <i>Allen W. Wright</i>



<b>6. Agency Certification</b> 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:  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested		
Signature of Agency Representative <i>Tasha M. Thian</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <i>10/15/07</i>

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 GRS or Superseded Job Citation	10.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		

*SA 6/19/08 copies sent to Agency, NWMD, NWMG, NWMW, NWCS, NWCT*

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*(3/17/08)*

   
**Bureau of Overseas Building Operations**  
**Project Execution Office (OBO/PE)**  
**Records Disposition Schedule**

- 1**                    **OBO Internal Taskers**
- Description:**        Consists of internal taskers from the Director, regardless of media, on a wide variety of subjects. Arranged in numerical order.
- Disposition:**        Temporary. Destroy after action is taken or when no longer needed, whichever is later.
- DispAuthNo:**        Pending.
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- 2**                    **Historically Significant Drawings of Overseas Buildings**
- Description:**        Final working drawings and as-built drawings depicting overseas buildings considered historically, architecturally, or technologically significant, including buildings used for a major activity of the agency, long-lasting and important buildings, or buildings reflecting a distinctive architectural style or a standard design used for multiple buildings.
- Recordkeeping copy (paper).
- Disposition:**        Permanent. Cut off at end of project closeout. Retire to RSC 1 year after closeout. Transfer National Archives 25 years after cut off.
- DispAuthNo:**        Pending. Formerly NC1-59-76-10, item 2 (A-08-002-02)
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- 3**                    **Drawings of All Other Overseas Buildings and Structures**
- Description:**        Final working drawings and as-built drawings depicting temporary, insignificant, or routine overseas buildings or structures such as parking lots, minor administration buildings, storage sheds, warehouses, fences, drawings of duplicate buildings based on a standard design, or electrical, plumbing, heating, or air conditioning systems.
- Recordkeeping copy (paper or electronic).
- Disposition:**        Temporary. Cut off at end of project closeout. Retire to RSC 1 year after closeout. Destroy 6 years after building no longer owned/leased.
- DispAuthNo:**        Pending

4                   **Design Phase Reports and Specifications**  
**Description:** Includes, regardless of media, project construction documents, specifications, calculations, reports, economic assets; folders arranged by post. Records may be in either electronic or paper form.  
**Disposition:** Temporary. Cut off at end of project closeout. Retire to RSC 1 year after closeout. Destroy 6 years after building no longer owned/leased.  
**DispAuthNo:** Pending.

5                   **OBO Building Permits**  
**Description:** Issued permits to begin construction project, regardless of media, includes correspondence. Signed original permit is sent to project manager for filing.  
**Disposition:** Temporary. Maintain as long as own/lease building. Destroy six years after building no longer owned/leased.  
**DispAuthNo:** Pending.

6                   **Independent Government Estimates**  
**Description:** Estimates, regardless of media, on costs for proposals.  
**Disposition:** Temporary. Cut off after contract is offered. Destroy at end of job.  
**DispAuthNo:** Pending.

7                   **Construction Security Plan**  
**Description:** The CSP includes a description of the construction/renovation to be performed. It includes the scope of work, the estimated start and completion dates, and project cost. It outlines the clearance requirements for labor, the procurement and transportation requirements, and any secure storage requirements. It designates the Site Security Manager and describes the project documentation requirements and includes accreditation records. Arranged by region, post, project number and IAG.  
**Disposition:** Temporary. Cut off when project closes. Destroy 6 years after cut off.  
**DispAuthNo:** Pending.

8                   **Budget and Finance Records**  
**Description:** Records pertaining to security construction projects including reports, authorization for project, purchase order, budget justification, and background data. Arranged by fiscal year and by project code  
**Disposition:** Temporary. Cutoff at end of fiscal year. Destroy 6 years, 3 months after final payment  
**DispAuthNo:** Pending.

- 9                                   **Worldwide Perimeter Security Upgrade Program Files**
- Description:**           Contain proposals, task orders for upgrading perimeter, security requests for Diplomatic Security, and requests for funding for approved project. Paper files arranged by post.
- Disposition:**           Temporary. Cut off when contract closes. Destroy 6 years after cut off.
- DispAuthNo:**           Pending.
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- 10                                   **Shatter-Resistant Window Files**
- Description:**           Contains specifications, proposals, task orders and/or procurement requests, requests for approval, requests for Diplomatic Security.
- Disposition:**           Temporary. Cut off when project closes. Destroy 6 years after cut off.
- DispAuthNo:**           Pending.
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- 11                                   **Construction Security Project Files**
- Description:**           Contains various project or program files related to construction security installments at posts. Includes but not limited to elevator, façade, grills, antennas, and other projects, purchase order, proposals, and requests for approvals. For items in and around building -HVAC (Heating, Ventilation, Air-Conditioning), fencing, public access control, maintenance and repair projects, modular and mechanical, post ammunition, physical security power renovations.
- Disposition:**           Temporary. Cut off when project ends. Destroy 6 years after cut off.
- DispAuthNo:**           Pending.
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- 12                                   **Management Operations Files**
- Description:**           Contains taskers, requests for information and points of contact, general information, safety and fire requirements related to domestic operations.
- Disposition:**           Temporary. Destroy when no longer needed.
- DispAuthNo:**           Pending.
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- 13                                   **Emergency Security Supplementation**
- Description:**           Temporary/ permanent security upgrade of an immediate nature in posts -Contains proposal, task order, request for DS, request for approved proposal
- Disposition:**           Temporary. Cut off when project ends. Destroy 6 years after cut off.
- DispAuthNo:**           Pending.

- 14                    **Office of Inspector General (OIG) Files**
- Description:**       Contains reports, queries, responses, requests for information.
- Disposition:**      Temporary. Destroy 3 years after response or when no longer needed, whichever is later.
- DispAuthNo:**       Pending.
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- 15                    **Site Security Program – Security Personnel On-Line Tracking System (SPOT)**
- Description:**       Contains information on contractors and direct hire employees including personal data, travel information, security personnel, next of kin, site security coordinator.
- Disposition:**      Temporary. Destroy 5 years after departure.
- DispAuthNo:**       Pending.
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- 16                    **Vehicle Case File - Automotive Fleet Control**
- Description:**       Consists of cables, memoranda, purchase orders, advice of obligations, statement regarding Federal excise tax exemption, communications with the U.S. Dispatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles to include Bills of Sale and Certificate of Origin.
- Disposition:**      Temporary. Destroy 7 years after sale or disposal of vehicle.
- DispAuthNo:**       Pending
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- 17a                   **Construction Security Program Files**
- Description:**       Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.
- a. For all construction projects that require a Construction Security Plan (CSP) based upon Federal Law.
- Disposition:**      Temporary. Cut off when project closes. Destroy 6 years after cut off.
- DispAuthNo:**       Pending

17b

**Construction Security Program Files**

**Description:** Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

b. Files from overseas posts.

**Disposition:** Temporary. Transfer to records storage center upon receipt. Destroy six years after contract close-out.

**DispAuthNo:** Pending

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**De-obligation Files**

**Description:** Lists of monies not used in the various projects. Maintained electronically since 2002 by destination/project.

**Disposition:** Temporary. Destroy 6 years after funds obligated.

**DispAuthNo:** Pending.

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**Inventories of Presentational Materials**

**Description:** Inventory reports, regardless of media, on china, glassware, and on other house ware materials.

**Disposition:** Temporary. Maintain until superseded by revised plan or inventory.

**DispAuthNo:** Pending.