

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

Planning and Development

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

N1-059-08-2

Date Received

11/16/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

9/29/08

Archivist of the United States

Alan W...

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 4 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

Tasha M. Thian

Title

Agency Records Officer

Date (mm/dd/yyyy)

11/6/07

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 GRS or Superseded Job Citation	10.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		

(6/10/08)

Bureau of Overseas Buildings Operations
Office of Planning and Development (OBO/PD)
Records Disposition Schedule

1. Long Range Facilities Plan

Description: Master plan, regardless of media, for OBO projects including supporting decisions for project, scope, schedule, and budget for construction related projects. Contains 10 year plan. Includes construction site plans, space plans, cost estimates, construction schedules, decision memorandums, cables, and related space requirements plan.

Disposition: TEMPORARY. Destroy when superseded or 25 years after completion of project, whichever is sooner.

2. Cost Estimate Project File

Description: Cost estimate file on proposed projects for new embassies, renovations, and security upgrades. Contains requests for proposals and evaluations of proposals. Includes copies of studies, long range plans, budget, planning estimates, independent government estimates and award proposals. Maintained by post/country by bureau and year.

Disposition: TEMPORARY. Cut off at end of fiscal year; destroy after 7 years old, or at termination of legal case, whichever is later.

3. Capital Projects Files

Description: Project package of new embassies or new construction. Contains, Long Range Overseas Buildings Plan (LROBP) cost estimates, Standards Requirement Package (SRP) Summary, Functional Program Estimates and Initial Preliminary Report Analysis (IPRA) Report. Budget cost estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Planning cost estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Independent Government Estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Award cost estimates, RFP Summary, Section B & Section J3.6, Success Estimate Summary, Functional Program Estimates, Second Independent Government Estimate, and IPRA Report.

Disposition: TEMPORARY. Cut off when project ends. Destroy 7 years after cut off or when no longer needed, whichever is later.

3a. Capital Projects Planning Files

Description: Project analysis package of new embassies or new construction. Contains, regardless of media, project decisions, funding documentation, cost estimates, scope, planning surveys and studies, space plans, drawings, zoning analysis, tax agreements, etc. Maintained electronically by post and project.

Disposition: TEMPORARY. Cut off when project ends. Destroy 7 years after cut off or when no longer needed, whichever is later.

4. Physical Security Upgrades Planning Files

Description: Project analysis package for improvements on existing property. Contains, regardless of media, project decisions, cost estimates, funding documentation, scope, drawings, tax agreements, etc. Maintained electronically by post and project.

Disposition: TEMPORARY. Cut off when project ends. Destroy 7 years after cut off or when no longer needed, whichever is later.

5. Major Renovations Planning Files

Description: Project analysis package for improvements on major renovations on existing property. Contains, regardless of media, project decisions, funding documentation, cost estimates, scope, space plans, drawings, tax agreements, etc. Maintained electronically by post and project.

Disposition: TEMPORARY. Maintain for 7 years, or at termination of legal case, whichever is later, then destroy.

6. Long-Range Overseas Buildings Plan (6 year plan)

Description: Master compilation of all OBO projects and plans for all overseas posts in a booklet format. Includes an overview of all projects by posts, including new embassy construction, renovation, and security upgrades.

Disposition: PERMANENT. Cut off at end of fiscal year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years after cut off of most recent issuance in the block. NOTE: Record copy limited to paper.

7a. Project Information Database

Description: PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data.

a. Project Information Data

INPUT: A wide variety of project data including staffing data on all overseas posts.

OUTPUT: Reports, milestones, and space requirements data. Program converts staffing data into space requirements by posts.

Disposition: TEMPORARY. Destroy 3 years after project completion or when no longer needed, whichever is later.

7b. Project Information Database

Description: b. Capital Security Cost Sharing Data

Electronic data on space costs incurred by other Government agencies located at posts abroad. Generates annual electronic bills for reimbursement, payment records, and generates cost estimates for next fiscal year.

OUTPUT: Electronic bills and cost estimates.

Disposition: TEMPORARY. Destroy 6 years and 3 months after receipt of final payment.

~~7c. **PID System Documentation.**~~

~~**Description:** Records required for planning, developing, operating, maintaining and using the PID system. Included are electronic systems specifications, file specifications, codebooks, records layout, user guides and output specifications.~~

~~**Disposition:** TEMPORARY. Destroy or delete when superseded or obsolete, or upon deletion of the PID database.~~

~~**DispAuthNo:** GRS 20, Item 11 (a) (1)~~

~~7d. **PID System Backups**~~

~~**Description:** Electronic copies of the PID system that are maintained in case the database is damaged or inadvertently erased.~~

~~**Disposition:** TEMPORARY. Delete/destroy backup when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.~~

~~**DispAuthNo:** GRS 20, Item 8 (b).~~

8. Capital Security Cost Sharing Records (exclusive of the data in the PID system)

Description: Contains documentation on the Capital Security Cost Sharing Program with other Governmental Agencies. Includes paper and electronic records of agreements, position totals, communications, Intra-Governmental Payment and Collection System forms, fiscal data, bills,

payment records, and correspondence.

Disposition: TEMPORARY. Destroy six years after end of the program.

9. President's Management Agenda Federal Real Property Initiative

Description: Materials related in response to the President's Management Agenda. Contains data on all Department properties overseas and how the assets are managed. Includes asset management plan, asset accountability, and other related materials which are reported to OMB on a quarterly basis and the asset plan that is submitted on an annual basis.

Disposition: TEMPORARY. Destroy when 5 years old, when no longer needed, or at termination of legal case, whichever is later.

10. Travel Voucher Records

Description: Contains paper records of Travel Authorization, Travel Voucher and receipts of travel expenses.

Disposition: TEMPORARY. Destroy 7 years after final payment

DispAuthNo: