

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 External Affairs (OBO/EA)	
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>NI-059-08-5</i>	
Date Received <i>3/12/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>9/12/08</i>	Archivist of the United States <i>Phelan</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 5 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>3/4/08</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 GRS or Superseded Job Citation	10.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		

External Affairs (OBO/EA)
Records Disposition Schedule

1a **Industry Advisory Panel Files**

Description: Files documenting the Panel's establishment, membership, policy, organization, deliberations, findings, and recommendations such as minutes of meetings, meeting programs, and agendas.

Disposition: PERMANENT. Transfer to the National Archives on termination of the Panel. Earlier periodic transfers are authorized for FACA organizations operating for 3 years or longer.

NOTE: electronic and non-textual records transferred to NARA must follow NARA published transfer instructions.

DispAuthNo: GRS 26, Item 2 (a)

1b **Industry Advisory Panel Files**

Description: Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value.

Disposition: Temporary. Destroy/delete when 3 years old.

NOTE: Prior to destruction/deletion, NARA, in consultation with Panel staff, will review records covered by this item and may identify files that warrant PERMANENT retention. Such records will be transferred to the National Archives at the time that related PERMANENT records are transferred.

NOTE: Administrative records generated by an advisory committee – records relating to budget, personnel, supply or similar housekeeping or facilitation functions – may be disposed of in accordance with the General Records Schedules since they do not pertain to the subject matter advice that the advisory committee is providing to the Government. Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the commission (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support.

DispAuthNo: GRS 26, Item 2 (b)

2 Annual Publications - The Stewardship Report

Description: The Stewardship Report booklet established in 2002 provides information to the Secretary, OMB, Congress and all stakeholders on the results-based operations management in planning and development, real estate and property management, project execution capital projects and major rehabilitation, post support, safety, facility maintenance and repair, arts in embassies, outreach activities and internal improvement.

Disposition: PERMANENT. Cut off at end of calendar 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.

DispAuthNo:

3 Annual Publications - The OBO Bugle

Description: The OBO Bugle booklet is newsletter geared for project directors in the field and for the public, reporting on the Director's post visits and profiles, outreach activities, training, recognition and awards, the Arts in Embassies Program, and post notes.

Disposition: PERMANENT. Cut off at end of calendar 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.

DispAuthNo:

4 OBO Director Speeches

Description: Contains talking points and speeches, regardless of media, used to convey status of construction projects to Construction Industry groups on the opening of new buildings overseas. File includes PowerPoint presentations, photographs, and other materials.

Disposition: Temporary. Cut off after construction project completed. Destroy 3 years after cut off.

DispAuthNo:

5 History and News Reference File

Description: Contains news clippings and some copies of photographs and other miscellaneous materials on both older and current properties, used solely for reference.

Disposition: Temporary. Destroy when no longer needed

DispAuthNo: Non Record

- 6a** **Photograph Collection - Culturally Significant Properties (Hardcopy Photographs)**
- Description:** Booklet and photographs of the Secretary of State's register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener's houses, and guest houses.
a) Prints, Slides, Negatives, and Related Paper Materials
- Disposition:** PERMANENT. Transfer all photographs on hand (ca. 1950s to ca. 2005) to NARA upon approval of the schedule.
- DispAuthNo:**
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- 6b** **Photograph Collection - Culturally Significant Properties (Digital Scans)**
- Description:** Booklet and photographs of the Secretary of State's register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener's houses, and guest houses.
b) Digital scans, on CDs and/or other digital storage devices, of original items in Item 6a
- Disposition:** PERMANENT. Transfer the digital scans with the original media in 6a, along with any related index or other finding aid in electronic form.
- NOTE:** Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
- DispAuthNo:**
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- 6c** **Photograph Collection - Culturally Significant Properties (Born-digital photographs)**
- Description:** Booklet and photographs of the Secretary of State's register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener's houses, and guest houses.
c) Born-digital photographs, on CD's and/or other digital storage devices
- Disposition:** PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form.
- NOTE:** Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
- DispAuthNo:**

- 7a** **Photograph Collection -Representational Properties (Hardcopy Photographs)**
- Description:** Collection of photographs, black-and-white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos.
a) Prints, slides, negatives, related paper materials
- Disposition:** PERMANENT. Transfer all photographs on hand (ca. 1950s to ca. 2005) to NARA upon approval of the schedule.
- DispAuthNo:**
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- 7b** **Photograph Collection -Representational Properties (Digital Scans)**
- Description:** Collection of photographs, black-and-white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos.
b) Digital scans, on CD's and/or other digital storage devices, of original items in 7a
- Disposition:** PERMANENT. Transfer the digital scans with the original media in 7a, along with any related index or other finding aid in electronic form.
- NOTE:** Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
- DispAuthNo:**
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- 7c** **Photograph Collection -Representational Properties (Born-digital Photographs)**
- Description:** Collection of photographs, black-and-white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos.
c) Born-digital photographs, on CD's and/or other digital storage devices
- Disposition:** PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form.
- NOTE:** Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
- DispAuthNo:**

8 Photograph Collection – other properties

Description: Black-and-white and color photographs of apartments, residences, and other non-historic or non-culturally significant properties, regardless of media. Includes prints, slides, negatives, digitally scanned images, and born-digital images.

Disposition: Temporary. Destroy/delete when U.S. no longer has ownership of the building, no longer leases the building, or when no longer needed.

DispAuthNo:

9a Photographs – Construction (Hardcopy Photographs)

Description: Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations.

a) Prints, slides, negatives

Disposition: PERMANENT. Transfer all photographs on hand to NARA upon approval of the schedule.

DispAuthNo:

9b Photographs – Construction (Digital Scans)

Description: Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations.

b) Digital scans, on CD's and/or other digital storage devices, of original items in 9a

Disposition: PERMANENT. Transfer the digital scans with the original media in 9a, along with any related index or other finding aid in electronic form.

NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.

DispAuthNo:

9c Photographs – Construction (Born-digital Photographs)

Description: Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations.

c) Born-digital photographs, on CD's and/or other digital storage devices

Disposition: PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form.

NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.

DispAuthNo:

10 Photographs - Construction

Description: Uncaptioned and/or unedited photographic files of buildings under construction, photographs documenting routine aspects of construction progress, and construction photographs of non-significant properties, regardless of media. Images are maintained in the Construction and Commissioning Division (CC), among other locations.

Disposition: Temporary. Destroy/delete 7 years after construction is completed.

DispAuthNo:

11a Digital Media Photo Library (DMPL)

Description: DMPL is a system designed to manage digital images of photographs and reports. These images are to be stored and retrieved according to descriptive criteria such as Post Name, Property Use, and Project Number. DMPL is designed to store scanned versions of film and paper-based photographs, as well as born-digital photographs; images are to be scanned or uploaded as they arrive with related index information. Focal point is imagery relating to Culturally Significant and Representational Properties.

a) Master files--verified scanned images and born-digital entries. A quality control check of each image is to be made during the input process to ensure the readability of the images in the system.

Disposition: PERMANENT. Cut off annually. Transfer to NARA in 3 yr. blocks at the end of the last year of the block (e.g., 2009-2011 block transferred at the end of 2011).

NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.

DispAuthNo:

11b Digital Media Photo Library (DMPL)

Description: b) Index database files, containing verified elements of information pointing to images stored in the system. Data elements include system identification number; date; subject; post; property; country; and other related elements.

Disposition: PERMANENT. Transfer to NARA relevant portions of DMPL index database files corresponding to records in Item 11 (a).

NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.

DispAuthNo:

11c Digital Media Photo Library (DMPL)

Description: c) Outputs---reports

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo:

11d Digital Media Photo Library (DMPL)

Description: d) Documentation system specifications, file specifications, codebooks, record layouts, user guide, and other documentation related to the image and index files as well as operation and maintenance of the DMPL system.

Disposition: PERMANENT. Maintain for life of DMPL System. Transfer to NARA along with related image and index files.

DispAuthNo: