

<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 Office of Real <del>State</del> Property Management. <i>6/25/09</i>	
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-059-08-16</i>	
Date Received <i>6/10/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>2/6/09</i>	Archivist of the United States <i>Adrienne Thomas</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 6 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>6/3/08</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 GRS or Superseded Job Citation	10.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		

**Bureau of Overseas Buildings Operations**  
**Office of Planning & Real Estate**  
**Real Property Management Office (OBO/PRE/RPM)**  
**Records Disposition Schedule**

**1a Long Term Lease File**

**Description:** Original long term lease file for properties at posts. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-leased properties.

**Disposition:** Temporary. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded.

**DispAuthNo:** (Formerly NN-171-69, item 2 and N1-59-94-9, item 9b; A-08-005-01 and A-08-009-09b)

**1b Historically Significant Long Term Lease File**

**Description:** Original historically significant long term lease files for properties at posts. Historical significance is determined by the historical significance of the structure itself, or the significance of events that take place or have taken place in the structure. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation for research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-leased properties.

**Disposition:** Permanent. Transfer to NARA 30 years after property is disposed of and/or litigation concluded.

**DispAuthNo:**

**2. Short Term Lease File**

**Description:** Copy of Short term lease file for properties at posts, with copies of related repair contracts and communications. Also includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining

to U.S. Government-owned properties.

**Disposition:** Temporary. Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or 5 years after property is disposed of and any litigation is concluded.

**DispAuthNo:** (Formerly NN-164-5, item 2, N1-59-94-9, item 9b; **A-08-005-02** and A-08-009-09b)

**3. Property Leasing Policy File**

**Description:** Communications, reports and other papers maintained as a precedent file in such matters as interagency agreements, interpretations of law, internal procedures, and other significant subjects affecting the leasing of buildings abroad.

**Disposition:** Temporary. Destroy when 20 years old.

**DispAuthNo:** (Formerly NC1-59-76-10, item 3; **A-08-005-04**)

**4. Taxation File**

**Description:** Communications and reports concerning taxes on leased properties abroad for which the United States is liable under terms of various treaties. Included are requests for information regarding tax problems relating to certain properties held by foreign governments in the United States.

**Disposition:** Temporary. Destroy when information becomes obsolete or is superseded.

**DispAuthNo:** (Formerly II-NNA-3111, item 30; **A-08-005-07**)

**5a. Title Deed to Property File**

**Description:** Original title deeds file to property acquired by the United States in foreign countries. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, freehold titles with associated documentation pertaining to U.S. Government-owned properties, Decision Memo to sell property, OF-158 record of receipt of funds/payment, and formal agreements of sale.

**Disposition:** Temporary. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded.

**DispAuthNo:** (Formerly II-NNA-3111, item 31 and N1-59-94-9, item 9b; A-08-007-01 and A-08-009-09b)

**5b. Historically Significant Title Deed to Property File**

**Description:** Original historically significant title deeds to property acquired by the United States in foreign countries. Historical significance is determined by the historical significance of the structure itself, or the significance of events that take place or have taken place in the structure. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation for research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-owned properties. Also includes Decision Memo to sell property, OF-158 record of receipt of funds/payment, and formal agreements of sale.

**Disposition:** Permanent. Transfer to NARA 30 years after sale of property.

**DispAuthNo:**

**6a. Site Records for Acquired Properties**

**Description:** Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.

**Disposition:** Temporary. Destroy records on acquired properties 50 years after property is sold or retired and any litigation is concluded.

**DispAuthNo:** (Formerly II-NNA-3111, item 32 **A-08-007-02**; N1-59-94-9, item 14a)

**6b. Site Records for Properties Rejected for Acquisition**

**Description:** Copies of survey reports, communications, plans, photographs, contracts, options-to-purchase and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts

**Disposition:** Temporary. Destroy records on properties rejected for acquisition 10 years after rejection.

**DispAuthNo:** (Formerly N1-59-94-9, item 14b; **A-08-009-14b**)

**7. Capital Program Files**

**Description:** Copies of memoranda, general correspondence, letters, "Capital Program Fund Material", briefing papers, coordination of Congressional Testimony, transcripts, authorizations, request to Congress and other related material. Arranged by fiscal year and country.

**Disposition:** TEMPORARY. Destroy when 5 years old.

**DispAuthNo:** (Formerly N1-59-92-6, item 2; **A-08-007-05**)

~~8a.~~

**Real Property Application - RPA**

**Description:** Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; A-08-009-03)

a. **INPUT:** scanned paper documents, electronic records, metadata

1) Paper Documents

*GRS 20, item 2(a) 4*

**Disposition:** TEMPORARY: Destroy incoming paper document input after verification of scanned image and no longer needed, except long term lease and title deed property of historic significance (see appropriate schedule for disposition.)

**DispAuthNo:**

**Description:** a. **INPUT:** scanned paper documents, electronic records, metadata

2) Electronic Records Transfers

**Disposition:** TEMPORARY. Delete incoming electronic input records when the data has been entered into the system and verified, or when no longer needed to support reconstruction of, or serve as a back up to the system, whichever is later.

*GRS 20, item 2(b)*

**DispAuthNo:**

**Description:** a. **INPUT:** scanned paper documents, electronic records, metadata

3) Metadata

**Disposition:** TEMPORARY. Transfer files and metadata when system is superseded

**DispAuthNo:**

*GRS 20, item 2(b)*

8b.

**Real Property Application - RPA**

**Description:** b. **Master Data File:** Data from long and short term leases, land and buildings, office, residential units, functional space, land, and work orders for maintenance and repairs, as well as, government-owned real property

Long-terms leases, property leasing files, title deed to property files and other files.

**Disposition:** TEMPORARY. Destroy 7 years after property no longer owned/leased or when no longer needed, whichever is later. Migrate data when system superseded.

**DispAuthNo:**

**8c. Real Property Application - RPA**

**Description:** c. **OUTPUT:** Reports generated for statistical purposes include but not limited to housing and construction cost; leasing information, inventory list of real property etc.

**Disposition:** TEMPORARY. Delete when determined they are no longer needed for administrative, legal, audit or other operational purposes.

**DispAuthNo:** GRS 20, item 6

*GRS 20, item 6.*

**8d. Real Property Application - RPA**

**Description:** d. **Documentation** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

**Disposition:** TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

**DispAuthNo:** GRS 20, item 11a(1)

*GRS 20, item 11(a).*

**9. Post Housing Profile and Waiver Files**

**Description:** Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies. Arranged by post name.

**Disposition:** TEMPORARY. Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old.

**DispAuthNo:** (Formerly N1-59-94-9, item 8; A-08-009-08)

**Bureau of Overseas Buildings Operations**  
**Office of Real Estate (OBO/RE)**  
**Records Disposition Schedule**

**1a Long Term Lease File**

**Description:** Original long term lease file, regardless of media, for properties at posts. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-leased properties.

**Disposition:** TEMPORARY. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded.

**DispAuthNo:** (Formerly NN-171-69, item 2 and N1-59-94-9, item 9b; A-08-005-01 and A-08-009-09b)

**1b Long Term Lease File**

**Description:** Original long term lease file, regardless of media, of historic significance.

**Disposition:** PERMANENT: Offer to NARA 50 years after property is disposed of and litigation concluded.

**DispAuthNo:** (Formerly NN-171-69, item 2; A-08-005-01)

**2 Short Term Lease File**

**Description:** Copy of Short term lease file, regardless of media, for properties at posts, with copies of related repair contracts and communications. Also includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties.

**Disposition:** TEMPORARY. Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or 5 years after property is disposed of and litigation is concluded.

**DispAuthNo:** (Formerly NN-164-5, item 2, N1-59-94-9, item 9b; A-08-005-02 and A-08-009-09b)

3

### **Property Leasing Policy File**

**Description:** Communications, reports and other papers, regardless of media, maintained as a precedent file in such matters as interagency agreements, interpretations of law, internal procedures, and other significant subjects affecting the leasing of buildings abroad.

**Disposition:** PERMANENT. Offer to National Archives when 25 years old.

**DispAuthNo:** (Formerly NC1-59-76-10, item 3; **A-08-005-04**)

4

### **Claims File**

**Description:** Communications, regardless of media, regarding claims for certain adjustments under terms of leases for property at Foreign Service posts.

**Disposition:** TEMPORARY. Destroy 3 years after settlement of claim.

**DispAuthNo:** (Formerly II-NNA-3111, item 28 **A-08-005-05**)

5

### **License File**

**Description:** Communications, regardless of media, regarding overseas properties licensed by the U.S. Government for the use of other than its own personnel.

**Disposition:** TEMPORARY. Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or 3 years after property is disposed of and litigation is concluded.

**DispAuthNo:** (Formerly NN-171-69, item 4; **A-08-005-06**)

6

### **Taxation File**

**Description:** Communications and reports, regardless of media, concerning taxes on leased properties abroad for which the United States is liable under terms of various treaties. Included are requests for information regarding tax problems relating to certain properties held by foreign governments in the United States.

**Disposition:** TEMPORARY. Destroy when information becomes obsolete or is superseded.

**DispAuthNo:** (Formerly II-NNA-3111, item 30; **A-08-005-07**)

7a

### **Title Deed File to Property**

**Description:** Original title deeds file to property acquired by the United States in foreign countries, regardless of media. Includes host nation



agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, freehold titles with associated documentation pertaining to U.S. Government-owned properties, Decision Memo to sale property, OF-158 record of receipt of funds/payment, and formal agreements of sale.

**Disposition:** TEMPORARY. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded.

**DispAuthNo:** (Formerly II-NNA-3111, item 31 and N1-59-94-9, item 9b; A-08-007-01 and A-08-009-09b)

**7b Title Deed to Property File**

**Description:** Original Historical Title Deeds file.

**Disposition:** PERMANENT. Offer to NARA 50 years after sale of property.

**DispAuthNo:**

**8 Site Records**

**Description:** Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts, regardless of media.

**Disposition:** TEMPORARY. Destroy records on acquired properties 10 years after property is sold and any litigation is concluded. Destroy records on properties rejected for acquisition 3 years after rejection.

**DispAuthNo:** (Formerly II-NNA-3111, item 32 A-08-007-02)

**9 Maps, Surveys and Topographic Studies**

**Description:** Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts, regardless of media.

**Disposition:** PERMANENT. Offer to National Archives when 25 years old.

**DispAuthNo:** (Formerly NC1-59-76-10, item 4; A-08-007-03)

**10 Gift Funds File**

**Description:** Copies of telegrams, letters, memoranda, general correspondence and other related material which pertain to monetary and real estate contributions to the U.S. Government, regardless of media. FMP is the principal support bureau, keeps all official records, maintains an automated data base relating to such projects and authorizes

acceptance of all donations. Arranged by fiscal year and country.

**Disposition:** TEMPORARY. Destroy when 5 years old.

**DispAuthNo:** (Formerly N1-59-92-6, item 1; **A-08-007-04**)

**11 Capitol Program Files**

**Description:** Copies of memoranda, general correspondence, letters, "Capitol Program Fund Material", briefing papers, coordination of Congressional Testimony, transcripts, authorizations, request to Congress and other related material, regardless of media. Arranged by fiscal year and country.

**Disposition:** TEMPORARY. Destroy when 5 years old.

**DispAuthNo:** (Formerly N1-59-92-6, item 2; **A-08-007-05**)

**12a Real Property Application - RPA**

**Description:** Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; **A-08-009-03**)

a. **INPUT:** scanned paper documents, electronic records, metadata

1) Paper Documents

**Disposition:** TEMPORARY: Destroy incoming paper document input after verification of scanned image and no longer needed, except long term lease and title deed property of historic significance (see appropriate schedule for disposition.)

**DispAuthNo:**

*GRS 20, item 2.a (4)*

**Description:** a. **INPUT:** scanned paper documents, electronic records, metadata

2) Electronic Records Transfers

**Disposition:** TEMPORARY. Delete incoming electronic input records when the data have been entered into the system and verified, or when no longer needed to support reconstruction of, or serve as a back up to the system, whichever is later.

**DispAuthNo:**

*GRS 20, item 2.b*

**Description:** a. **INPUT:** scanned paper documents, electronic records, metadata

3) Metadata

**Disposition:** TEMPORARY. Transfer files and metadata when system is superseded  
**DispAuthNo:**

**12b Real Property Application - RPA**

**Description:** **b. Master Data File:** Data from long and short term leases, land and buildings, office, residential units, functional space, land, and work orders for maintenance and repairs, as well as, government-owned real property

Long-terms leases, property leasing files, title deed to property files and other files.

**Disposition:** TEMPORARY. Delete when property no longer owned/leased or when no longer needed. Migrate data when system superseded.

**DispAuthNo:**

**12c Real Property Application - RPA**

**Description:** **c. OUTPUT:** Reports generated for statistical purposes include but not limited to housing and construction cost; leasing information, inventory list of real property etc

**Disposition:** TEMPORARY. Delete when determined they are no longer needed for administrative, legal, audit or other operational purposes.

**DispAuthNo:** GRS 20, item 6

GRS 20, item 6

**12d Real Property Application - RPA**

**Description:** **d. Documentation** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

**Disposition:** TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

**DispAuthNo:** GRS 20, item 11a(1)

GRS 20, item 11.a(1)

**13 Post Housing Profile and Waiver Files**

**Description:** Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies, regardless of media. Arranged by post name.

**Disposition:** TEMPORARY. Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old.

**DispAuthNo:** (Formerly N1-59-94-9, item 8; A-08-009-08)

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