

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 Operations

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

NI-059-09-2

Date Received

10/8/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4-21-2009

Archivist of the United States

Adrienne Shorne

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 7 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)

9/26/08

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 GRS or Superseded Job Citation	10.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 Operations (OBO/OPS)
Records Disposition Schedule

1. OPS Streamlining Initiative

Description: Includes proposal of realignment of operations and maintenance, personnel funding and policy issues, regardless of media.

Disposition: Temporary. Destroy/delete when no longer needed or when superseded.

DispAuthNo: Pending

2. OPS Front Office Tracking & Control Files

Description: Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, and other records authorized for destruction. Included is correspondence control forms, routing slips, job control records and other similar records used solely to control work flow.

Disposition: Temporary. Destroy/delete when 5 years old.

DispAuthNo: Pending

3a. Mishap Reporting System (MRS)

Description: a. Master Date File contains electronic reports on motor vehicle injury and property damage mishaps overseas indexed by name and post since July 2004.

Disposition: Temporary. Delete/destroy 5 years after incident or when no longer needed, whichever is later.

DispAuthNo: Pending

3b. Mishap Reporting System (MRS)

Description: ~~b. Outputs: Completed electronic generated MRS reports, scanned images and photographs.~~

Disposition: Temporary. Delete/destroy when no longer needed.

DispAuthNo: Pending GRS 20, item 16

4a. SHEM Management Assessment & Recommendation Tracking System (SMARTS)

Description: Electronic system used to analyze data and manage information by post since 2002. Contains findings, recommendations' and post audits by inspectors regarding safety and health.

a. Master Data File is the repository for all the field assessments.

Disposition: Temporary. Delete when 10 years old.

DispAuthNo: Pending

4b. ~~SHEM Management Assessment & Recommendation Tracking System (SMARTS)~~

Description: ~~b. Outputs: Reports which include but not limited to statistical reports and post assessment reports.~~

Disposition: ~~Temporary. Delete/destroy when no longer needed.~~

DispAuthNo: Pending GRS 20, item 16

5a. The Museum System (TMS)

Description: a. Master Data File contains information and images of original works of art owned or exhibited. It includes exhibitions loaned from galleries, museums, individual artists, corporate private collections, ambassadors' residence and embassies. System catalogues and tracks exhibits by post.

Disposition: Temporary. Delete 30 years after termination of agreement/lease or sale of item. Transfer data when system is superseded.

DispAuthNo: Pending

5b. The Museum System (TMS)

Description: b. Outputs: Shipping, receipts, registers, final assessment and condition and pick-up reports, and special forms used for loan agreements.

Disposition: Temporary. Delete/destroy when 5 years old.

DispAuthNo: Pending

6. Publications - Art-in-Embassies Programs

Description: Established in 1964, the Art in Embassies Program curates exhibitions of more than 3,500 original works of loaned art by U.S. citizens displayed in the public rooms of some 180 U.S. embassy residences and diplomatic missions worldwide. It includes a variety of media styles, ranging from eighteenth century colonial portraiture to contemporary multi-media installations.

The Art-in-Embassies Program booklet is a unique blend of art, diplomacy and culture. Each booklet documents the pieces that have been on exhibit in an Ambassador's residence or an embassy, and contains relevant information about the artists and full-color images of the art on display. There are also booklets designed for a special exhibit, or for other special occasions (an example is a booklet produced for the 40th anniversary of the Art in Embassies Program). The OBO Library maintains a copy of each publication, arranged by post.

Disposition: Permanent. Retain publication copy for the life of the program. Transfer recordkeeping copy to NARA when 25 years old.

DispAuthNo: Pending

7. Trip Reports

Description: Consists of fire and safety evaluation reports, corrections of deficiencies in fire protection systems, maintenance reports, correspondence on recommendations for correction and actions taken.

Disposition: Temporary. Destroy when 15 years old.

DispAuthNo: Pending

8. Fire Inspection Reports

Description: Consists of evaluation and inspection reports, regardless of media, building deficiency code requirements, copies of analysis reports, memorandums, photographs, e-mails, trip reports and recommendations for corrections.

Disposition: Temporary. Destroy when 6 years old.

DispAuthNo: Pending

9. Fire Investigation Reports

Description: Investigation reports of fires at posts. Consists of photographs of fire incidents, evidence of arson, correspondence, recommendations, laboratory test results and statements.

Disposition: Temporary. Destroy when no longer own or lease property.

DispAuthNo: Pending

10. Systems Technical Procurement (STP) Reports

Description: Consists of procurement records, materials, and engineering and investigation reports.

Disposition: Temporary. Destroy when 6 years old.

DispAuthNo: Pending

11. System Technical Support (STS) Projects

Description: Consists of cables, general files and post information.

Disposition: Temporary. Destroy when 6 years old.

DispAuthNo: Pending

12. Area Management Post Files

Description: Consists of AM post project files, regardless of media, maintained by posts and geographic regions. Includes documents on the conditions of the buildings, maintenance operations, budget files, staffing, evaluation and trip reports, e-mails, project files, leaseholds, special maintenance and major projects replacement building.

Disposition: Temporary. Destroy/delete two years after completion of the project.

DispAuthNo: Pending

13. Facility Project Subsystem Tracking and Control Records

Description: Logs, registers, and other records, regardless of media, used to control or document the status of maintenance requirements for maintenance projects. Used solely to control work flow.

Disposition: Temporary. Destroy/delete when no longer needed.

DispAuthNo: Pending

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

Job No. N1-059-09-2
Item Count: 14

SUMMARY

The Department of State Overseas Buildings Operations submits this schedule to request disposition authority for records of the Office of Operations (OPS).

This schedule contains 14 items. Records that warrant permanent preservation in the National Archives include a publication that documents art exhibits in Ambassadors' residences and embassies. All other records are designated as temporary, including streamlining initiative files, tracking and control files, an electronic system for recording property damage and injuries, an electronic system for tracking post audits and recommendations, an electronic system for tracking original works of art owned or exhibited, trip reports, fire inspection and investigation reports, systems technical procurement and support files, area management post files, and a facility project tracking system. These records lack sufficient value to warrant preservation in the National Archives.

All retention periods are adequate from the standpoint of government accountability and the protection of legal rights.

I recommend approval of this job.

Notice of this job was published in the *Federal Register*. No requests for the schedule were received.

RECOMMENDATION

- 1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified **Item 6**.
- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition
- 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not required.

Required —

Publication Date: 10/27/2008

Copies Requested: 0

Comments Received: 0 minus 07/10/09

SIGNATURES	TITLE	SIGNATURE	DATE
Appraisal <i>QV/w</i>	Appraiser	<i>Em J</i>	4/7/09.
	NWML	<i>Lawrence R. Brown</i>	4-20-2009
CONCURRENCES	NWM	<i>Susan R. Cummings</i>	4-20-2009
	NW	<i>Michael Huff</i>	4-21-09

**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number: N1-059-9-02

nmw 2/6/09

ROUTE TO: NWCS	DATE SENT: 2/6/09	DATE RECEIVED:
	DATE DUE TO SENDER: 3/1/09	DATE RECEIVED BY SENDER: <i>03/04/05 nmw</i>

FOR STAKEHOLDER USE. This job is transmitted for review of the appraisal report.

Concur: Date: 2/26/09 Signature: *[Signature]*

Comment: *Emma - Invoice for cleaning DHAH STEEL W.P. Rm 2200*

Do Not Concur: Date: _____ Signature: _____

Comment: _____

Contact: Emma Stelle Tel. No. 301-837-3043

USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR ACTIONS. ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED.

**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number: N1-059-9-02

max 02/06/09

ROUTE TO: NWME	DATE SENT: 2/6/09	DATE RECEIVED: FEB 10 2009
	DATE DUE TO SENDER: 3/1/09	DATE RECEIVED BY SENDER: <i>2 123/09</i>

FOR STAKEHOLDER USE. This job is transmitted for review of the appraisal report.

Concur: Date: 2/23/09 Signature: *Max Adams, NWME*

Comment: *please see attached memo*

Do Not Concur: Date: _____ Signature: _____

Comment: _____

Contact: Emma Stelle Tel. No. 301-837-3043

<p>USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR ACTIONS. ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED.</p>



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date: February 18, 2009
To: NWML
From: P. Dian Palmer, NWME
Subject: N1-059-09-2

Thank you for the opportunity to provide informal comments on the appraisal of the mainly media neutral schedule (N1-059-09-2) for the records submitted by the Department of State (DOS) Bureau of Overseas Buildings Operations, Office of Operations. According to the appraisal report, the agency did not request media neutral for one item, (Item 7: Publications-Art-in-Embassies Programs) on this schedule.

There are 27 items on the DOS schedule; NWML crossed out 14 items either because an item consists of non-record material or items are covered by the General Records Schedule. NWML recommends that Item 13, Tracking and Control Records - - Integrated Fire Application Information System be removed from the schedule since this item is no longer in use and it is in the process of being subsumed into another system. There is one item (Item 7) on the schedule that NWML states that the appropriate disposition should be permanent. Item 7 describes booklets and as stated above, DOS did not request media neutral for this item.

Once DOS revises their media neutral schedule, there will be 11 items that have temporary dispositions listed. We agree with NWML's appraisal analysis that these record items do not warrant long-term preservation, since these items have limited research value and do not document significant actions of DOS officials.

I recommend that NWME concur with the appraisal report covering N1-059-09-2.

P. Dian Palmer

P. DIAN PALMER

Archivist

Electronic and Special Media Records Services Division

Concurrence:

FEB 20 2009

Margaret O. Adams

MARGARET O. ADAMS

Manager, Archival Services

Electronic and Special Media Records Services Division

Date

Concurrence:

Michael R. Carlson

MICHAEL R. CARLSON

Director

Electronic and Special Media Records Services Division

2/23/2009

Date



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland
20740-6001

Date: February 5, 2009
Appraiser: Emma W. Stelle, NWML
Agency: Department of State
Subject: N1-059-09-02

mem 02/05/09

INTRODUCTION

Schedule Overview

This job covers records of the Bureau of Overseas Buildings Office of Operations.

Administrative History

The Bureau of Overseas Buildings Operations (OBO) directs the worldwide overseas buildings program for the Department of State and the U.S. Government community serving abroad under the authority of the chiefs of mission. In concert with other State Department bureaus, foreign affairs agencies, and Congress, OBO sets worldwide priorities for the design, construction, acquisition, maintenance, use, and sale of real properties and the use of sales proceeds.

The Office of Operations (OPS) serves as the overseas posts' point of contact within OBO. OPS is dedicated to the design, acquisition, installation, maintenance and preservation of official residences of Ambassadors, DCMs and Consul General at posts. OPS provides procurement, tracking and shipment information for all Chief and Deputy Chief of Mission residents, New Embassy Compounds (NEC's), the Overseas Office Furniture Program and Representational Supplies. OPS also provides fire protection services, safety, health, and environmental management services. OPS manages this program through its three divisions: Area Management, Fire Protection, and Safety, Health and Environmental Management.

Overall Recommendation

I recommend approval with proposed changes to one or more items, as provided below.

APPRAISAL

Item 1, OPS Streamlining Initiative

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Has little or no research value.

*Does not document significant actions of Federal officials.

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Requested and approved.

Item 2, Program Performance Review

This item will be removed from the SF 115 because this material is non-record.

Item 3, OPS Front Office Tracking and Control Files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Has little or no research value.

*Does not document significant actions of Federal officials.

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Requested and approved.

Item 4a, Mishap Reporting System (MRS) Master Data File

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Has little or no research value.

*Does not document significant actions of Federal officials.

Adequacy of Proposed Retention Period(s) for temporary records: Requires change. This item needs a specific minimum retention period, since some of these records likely document legal rights. I recommend the following disposition statement: "Temporary. Delete/destroy 5 years after incident or when no longer needed, whichever is later."

Media Neutrality: Requested and approved.

Item 4b, Mishap Reporting System (MRS) Inputs

This item is covered by the GRS and will be removed from the SF 115.

Item 4c, Mishap Reporting System (MRS) Outputs

This item is covered by the GRS and will be removed from the SF 115.

Item 4d, Mishap Reporting System (MRS) System Backups

This item is covered by the GRS and will be removed from the SF 115.

Item 4e, Mishap Reporting System (MRS) Documentation

This item is covered by the GRS and will be removed from the SF 115.