

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

N1-059-09-2

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 GRS or Superseded Job Citation	10.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 Destroy/delete when no longer needed or when superseded.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