

<b>Request for Records Disposition Authority</b> (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 - Construction, Commissioning & Maintenance	
3. Minor Subdivision Office of Facilities Management Division	
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-059-09-5</i>	
Date Received <i>11/28/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>4-7-09</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 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 <i>Tasha M. Thian</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <i>11/14/08</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 GRS or Superseded Job Citation	10.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		

**Overseas Buildings Operations**  
**Facilities Management Division (OBO/CCM/FAC)**  
**Records Disposition Schedule**

- 1. Construction, Commissioning and Maintenance Taskers**

**Description:** Consisting of copies of OBO front office taskers responding to official-informal tasker requests for maintenance, repairs and expenditures at overseas posts.

**Disposition:** Temporary. Destroy after action is taken or when no longer needed.

**DispAuthNo:** Pending
  
- 2. Trip Reports**

**Description:** Consists of trip reports on Director's visits to overseas posts.

**Disposition:** Temporary. Destroy when superseded or when no longer needed.

**DispAuthNo:** Pending
  
- 3. Financial Management Files**

**Description:** Consists of budget excel spreadsheets, power point presentations on Programs Performance Reviews (PPR), congressional requests on management of funds, memoranda and OMB financial reports.

**Disposition:** Temporary. Cut off file at end of each fiscal year. Destroy 3 years after cut off date.

**DispAuthNo:** Pending
  
- 4. Office of Inspector General Files**

**Description:** Includes OIG's responses to post operations and maintenance investigations.

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

**DispAuthNo:** Pending
  
- 5. Policy and Procedures Files**

**Description:** Contains policy and procedures material. Includes revisions and updates; policies and procedures for developing Memorandums of Understanding (MOU) and Memorandas of Agreement (MOA); ALDAC drafts; and general talking points.

**Disposition:** Temporary. Cutoff policy/procedure files when superseded. Destroy en 3 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** Pending.

**6. Facility Manager Files**

**Description:** Files contain records on the Facility Manager as well as copies of personnel correspondence, forms, biographic information; records relating to assignments, authorizations, pending actions, requests for personnel action; and records on individual employees.

**Disposition:** Temporary. Destroy 3 years after the person retires or leaves the program.

**DispAuthNo:** Pending

**7. Facility Manager Program Issue Papers**

**Description:** Consists of action memoranda, issue and policy papers on hiring, changing position descriptions, streamlining, funding, realigning funds and positions, and other related assignments.

**Disposition:** Temporary. Destroy when 10 years old.

**DispAuthNo:** Pending

**8. Facility Manager Program Budget Working Files**

**Description:** Copies of documents on housing costs, education, travel, living expenses to post, e-mails and, ICASS, financial and budget spreadsheets.

**Disposition:** Temporary. Cutoff when superseded. Destroy when no longer needed.

**DispAuthNo:** Pending

**9. IMAP Trip Reports**

**Description:** The International Maintenance Assistance Program (IMAP) consists of trip reports arranged by posts. It includes maintenance and preventative reports on the condition of the (Heating, Ventilation, Air-Conditioning) HVAC system, building maintenance, Special Access Program, training, and reports by the general inspection team.

**Disposition:** Temporary. Destroy when 6 years old.

**DispAuthNo:** Pending

**10. Infra-Red – Demography Files**

**Description:** Consists of records regarding infra-red detection equipment inspections for all post properties, and photographs of electrical hot spots.

**Disposition:** Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

**DispAuthNo:** Pending

**11. Generator Inspection Team Reports**

**Description:** Consists of reports on post generator maintenance and work orders to include invoices, technical files and contracts.

**Disposition:** Temporary. Cutoff when property no longer owned/leased. Destroy 3 years after cutoff.

**DispAuthNo:** Pending

**12. Facility Manager's Training Records**

**Description:** Contains facility manager training records in FAC maintained by employee name and includes career history, training certifications, assignment files, GSO and external training, training and funding approval.

**Disposition:** Temporary. Cutoff when employee separate. Destroy 5 years after cutoff.

**DispAuthNo:** Pending

**13. FEAP Workload Analysis & Staffing Recommendations**

**Description:** Consists of staffing study reports and Labor Requirement Studies on staffing skill levels at facilities overseas for government owned long term leases, maintenance operations at residential properties and posts, ambassadors' residence; and (NEC) New Embassy Compounds, arranged by posts. Includes labor costs, spreadsheets and annual salaries.

**Disposition:** Temporary. Cutoff end of calendar year. Destroy when 10 years old.

**DispAuthNo:** Pending

**14. FEAP Staffing Studies by Special Requests**

**Description:** Consists of records on the evaluation reports on the conditions of the posts buildings and grounds, maintenance and quality service performed and validation. Includes training/skills and work orders in the facilities maintenance program.

**Disposition:** Temporary. Destroy when 10 years old.

**DispAuthNo:** Pending

**15. Facility Evaluation & Assistance Program (FEAP)**

**Description:** Consists of evaluation reports on the conditions of the overseas facilities, follow-ups on maintenance repairs and corrective actions. Includes inspections, observations, recommendations, documentations and work orders.

**Disposition:** Temporary. Destroy when 10 years old.

**DispAuthNo:** Pending

**16. Elevator Safety Program**

**Description:** Records concerning the maintenance and operations of elevators at Posts worldwide. Includes contract negotiations, scope of works, safety and inspection surveys, trouble and safety reports, budget estimates, e-mails, correspondence, telegrams, photographs, drawings, modifications, code requirements, acquiring replacement parts for suppliers and working files for contract service and maintenance operations for elevators located in an overseas Government-Owned or Long Term Lease Property. Also, includes correspondence for the evaluation and testing of elevators located at Short Term Leased properties.

**Disposition:** Temporary. Cutoff when superseded or replaced. Destroy 10 years after cutoff.

**DispAuthNo:** Pending

**17. Poly Chlorinated Biphenyls (PCB) Records**

**Description:** Consists of remediation data, survey, cost estimates, laboratory data, surveys and records documenting employee occupational exposures, trip reports and contract records.

**Disposition:** Temporary. Destroy when 30 years or after the completion of the project, whichever is later.

**DispAuthNo:** Pending

**18. Asbestos Abatement Records**

**Description:** Consists of statement of works and documents on property location, inspection findings, photographs, facility personnel interviews, and air monitoring qualities.

**Disposition:** Temporary. Destroy when 30 years old or after the completion of the project, whichever is later.

**DispAuthNo:** Pending

**19. Underground Fuel Storage Tank Records**

**Description:** Consists of records regarding the replacements of fuel steel tanks, clean-up sites, soil assessments and inventory monitoring, drawings and diesel for backup generators.

**Disposition:** Temporary. Cutoff when superseded or replaced. Destroy 7 years after cutoff.

**DispAuthNo:** Pending

**20. Water Quality Treatment Records**

**Description:** Consists of records concerning water quality data, waste water/corrosion treatment, site survey visits/interviews and maintenance operations.

**Disposition:** Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later

**DispAuthNo:** Pending

**21. Facility Project Support Program**

**Description:** Consists of correspondence files relating to the administration and operation of the facility's security. Includes documents, memoranda, telegrams, surveys, Independent Government Estimates (IGE) and other statement of works for contracting and office renovation projects.

**Disposition:** Temporary. Cutoff when U.S. government no longer owns or leases the building. Destroy 3 years after cutoff.

**DispAuthNo:** Pending

**22. Contract Document Files**

**Description:** Memoranda, reports, contract files, payments, modifications, receipts; and other records documenting assignments, progress and completion of projects for New and Existing Embassy Compounds (NEC) at post.

**Disposition:** Temporary. Cutoff after the final payment of contract. Destroy 7 years after cutoff.

**DispAuthNo:** Pending

**23. Roof Program Files**

**Description:** Includes correspondence, memorandums, e-mails, scopes of work, contracts, proof and exterior building proposals, funding, photographs and drawings by posts.

**Disposition:** Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

**DispAuthNo:** Pending

**24. Roof Program Job Books**

**Description:** Consists of transmittals, comments review section, correspondence, memoranda, telegrams, trip and inspection reports, scopes of work, telephone conversations, e-mails, building information, application for payments, drawings and sketches, specifications, bids, product data and other documentation.

**Disposition:** Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

**DispAuthNo:** Pending

**25. Utility Management Program Files**

**Description:** Consists of correspondence, memorandum and general files by post projects on utility issues including generators, UPS, switchboards, transformers, circuit breakers. Includes e-mails, scope of work and drawings, specifications specific to equipment and utility bills.

**Disposition:** Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

**DispAuthNo:** Pending

**26. Global Conditions Survey Reports**

**Description:** Consists of survey reports from 1990-2005 arranged by each post. Includes narrative text of each post visit, recommendations for building repairs on all government owned long term lease properties, budget and programming, and (FPS) Facility Program Services requirements.

**Disposition:** Temporary. Cutoff when superseded. Destroy when no longer needed.

**DispAuthNo:** Pending

**27. Small Projects Assistance Files**

**Description:** Consists of files on tracking problem areas, managing approval of project funds and trends, scope of work for bids and (IGE) Independent Government Estimates. Includes drawing files, large format completed projects, generic files, specifications, analysis reports on maintenance problems, recommendations for new construction projects, photographs, AutoCAD drawings and floor plans.

**Disposition:** Temporary. Destroy when 6 years old or when no longer needed.

**DispAuthNo:** Pending

**28. Asbestos Survey Records**

**Description:** NOTE: Asbestos Survey inspections are expected to be a one time project. The project began in 1991 and is expected to continue for approximately 10 years or until all posts have been inspected. As each post completes its inspection, the reports are sent to the Department. These reports will be accessed to show the results of testing and/or monitoring asbestos for legal purposes only. Maintained both in paper and electronically.

Bound in spiral notebooks, arranged as received and may range in size from 1/4 to 2 inches thick per report. One report for each building

inspected. Reports document the results of inspections and tests used to monitor and measure asbestos, conducted at Department of State owned or long-term leased facilities.

(Formerly N1-59-92-30, item 1:A-08-008-01)

**Disposition:** Temporary. Cut off at the end of the calendar year and retire to the record center. Destroy 10 years after building is sold or 5 years after short term lease expires.

**DispAuthNo:** Pending

**29. Post Asbestos Management Plan**

**Description:** This report is abstracted from the Asbestos Survey Records. The Post Asbestos Management Plan describes location and condition of asbestos materials in each post surveyed and gives procedures for managing asbestos in place. (Formerly N1-59-92-30, item 2: A-08-008-02)

**Disposition:** Temporary. Destroy 10 years after building is sold.

**DispAuthNo:** Pending

**30a Roof Drawings and Specifications**

**Description:** Master files of drawings of proposed, constructed, repairs and designs of completed roof projects. Includes specifications and associated reports.

(a) Recordkeeping copy (paper).

**Disposition:** Temporary. Cutoff at the end of project. Destroy 6 years after the property no longer owned/leased.

**DispAuthNo:** Pending.

**30b Roof Drawings and Specifications**

**Description:** Electronic files of drawings of proposed, constructed, repairs and designs of completed roof projects. Includes specifications and associated reports.

(b) Electronic version of records includes computer aided design (CAD) files with PDF and TIFF image files.

**Disposition:** Temporary. Cutoff at the end of project. Destroy 6 years after the af the property is no longer owned/leased.

**DispAuthNo:** Pending