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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO NI-59-87-11 | DATE RECEIVED 7-15-87 |
| 1 FROM (Agency or establishment) Dept. of State | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Bureau of Administration | | In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 3 MINOR SUBDIVISION Office of Foreign Buildings | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Alice Murray or Kathleen Lannon | 5 TELEPHONE EXT 647-6041 | DATE 10/22/87 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 6 CERTIFICATE OF AGENCY REPRESENTATIVE | | | |

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

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| B DATE 7/10/87 | C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i> | D TITLE Chief, Records Management Staff |
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| ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
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| 1 | <p>Real Estate Management System (REMS) is an electronic information system designed to assist administrative personnel at embassies and consulates manage their real estate holdings, long and short term leases for apartments and office space, and work orders for repairs. Additionally this information is provided to FBO headquarters to a centralized data base to manage real estate assets world wide. See attached NA Form 14028.</p> <p>Disposition: Destroy information when obsolete or no longer needed for reference purposes.</p> | | |

*Copies to agency, NNF, NNS
TRT 10-27-87*