

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	N1-59-90-25
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	2/4/91
1. FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Diplomatic Security		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 DS/PSD/STD			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
		2/13/91	

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 2 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.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
1/30/91	<i>Patricia R. Maggi</i>	<i>Acting Chief Records Management Branch</i>

7. 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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p><u>SURVEY REPORTS AND SPECIFICATIONS-TURNKEY PROGRAM.</u></p> <p>Proposals, reports, and other documentation, exclusive of architectural drawings, related to TURNKEY Projects.</p> <p>Volume: 20 feet</p> <p>PERMANENT. Transfer to WNRC when one year old. Transfer to the National Archives when 30 years old.</p>		

Copies sent to agency, NA-W, NARS, NNT, NCF 2/15/92

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
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2.	<p><u>ARCHITECTURAL DRAWINGS-TURNKEY PROGRAM.</u></p> <p>Drawings related to security upgrades for overseas posts identifying electrical, plumbing, structural, and other improvements of U.S. occupied buildings overseas. Upon completion of a project, all drawings and pertinent documentation covered by Item 1 will be microfilmed (aperture cards and microfiche).</p> <p>a. Original architectural drawings. Destroy upon verification of microfilm.</p> <p>b. Master set of microfilm. Retain in DS. Retire to RSC 10 years after completion of Turnkey Program. Destroy when 20 years old.</p> <p>c. Duplicate set of microfilm. Destroy when 10 years old.</p>		<p>Non-record</p> <p>Non-record</p>