
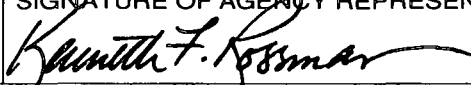


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-92-1	DATE RECEIVED 10-28-91
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Foreign Missions		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5. TELEPHONE 647-6021	DATE 2/19/92	ARCHIVIST OF THE UNITED STATES 

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 10 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; or  has been requested.

DATE 10/11/91	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Kenneth F. Rossman, Chief Records Management
------------------	-------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment	N1-59-87-9, items 1-23	

*Copies sent to agency, NAW, NNS, NNT, NCF 2/26/92*

Section 1

General

**100102**

**Policy Files**

Consists of memorandums, telegrams, correspondence, reports, etc., documenting the activities, operations, policies, and procedures of the Office of Foreign Missions. This consists of information on reciprocity, interagency activities, working groups, criterion countries, congressional hearings, and issues that OFM is responsible for overseeing.

**Disposition: Permanent.** Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.  
(N1-59-87-9, item 2a-2c)

**100201**

**Tax Exemption Files**

Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses.

- a. Policy and procedural files on exemption for members of foreign missions.

**Disposition:** Permanent. Screen out information that has been superseded or of no further value. Retire when 10 years old to RSC. Transfer to the National Archives when 30 years old. (N1-59-87-9, item 5a)

- b. Sales tax exemption card applications and diplomatic notes requesting replacement of lost or stolen sales tax exemption cards. Information is arranged by country exclusive of restricted countries.

**Disposition:** Retire to inactive files 1 year after departure of employee. Retire to RSC 2 years after departure of employee and destroy 5 years after departure of employee. (N1-59-87-9, item 5b)

- c. Sales tax exemption card applications and diplomatic notes requesting replacement of lost or stolen sales tax exemption cards pertaining to restricted countries.

**Disposition:** Retire to inactive files 1 year after departure of employee and destroy when 5 years old. (N1-59-87-9, item 5c)

- e. Communications with state officials regarding tax exemption policies on gasoline, utilities, and sales for the foreign missions and personnel.

**Disposition:** Retain the final approval by the state and retire to RSC all other documentation when 2 years old. Destroy when 10 years old.

- f. Gas Tax Quarterly Report identifies all foreign missions' personnel currently exempted from gas tax. Report is sent to all participating states.

**Disposition:** Destroy quarterly reports when year-end report is generated.

- g. Gas Tax Exemption Report. Reports generated monthly.

**Disposition:** Destroy when updated.

Section 3

Customs Division

**100301**

**Inspection and Exchange Rate Files**

Country files containing inspection of household effects for incoming members of foreign missions, including liaison between missions and U.S. Customs.

**Disposition:** Destroy 1 year after completion of requests.  
(N1-59-87-9, item 6a)

Section 5

Property

**100503**

**Custodial Property Files**

Information on property which the Department of State has taken control of due to severance of diplomatic relations with the country.

- a. Background files contain information on maintenance, renovations, custodial responsibilities, bank accounts and any additional information pertaining to management of these properties.

**Disposition:** Retire to RSC when 5 years old. Destroy 10 years after diplomatic relations have been resumed. (N1-59-87-9, item 15)

- b. Files maintained on individual tenants.

**Disposition:** Retire to RSC when properties are no longer occupied. Destroy 10 years after diplomatic relations have been resumed. (N1-59-87-9, item 15)

**100504**

**Tax Exemption Files**

- a. Communications with local governments on policies and procedures on tax issues for the foreign missions and employees.

**Disposition:** Screen periodically and destroy when no longer needed. (N1-59-87-9, item 16a)

- b. Miscellaneous correspondence file with local governments on real estate issues regarding foreign governments.

**Disposition:** Destroy when no longer needed. (N1-59-87-9, item 16b)

**100505**

**Housing Program**

Leases, subleases, memorandums, diplomatic notes, financial information, arranged by individual tenant name. Files are maintained on individual members of missions who are required to obtain housing through OFM. OFM is legal tenant and diplomat is subtenant of OFM.

**Disposition:** Retire to RSC at the end of the calendar year following the year in which the lease is terminated. Destroy 10 years after termination of the lease.

Section 6

Administration

**100602**

**Custodial Bank Accounts**

Bank accounts managed by OFM for countries which the U.S. no longer maintain diplomatic relations. Assets of these countries are frozen by Treasury and a portion of that money is licensed to OFM for use in managing custodial properties.

**Disposition:** Retire bank account records when five years old. Consult with OFM Director of Administration for destruction of records after diplomatic relations have been resumed with the country.



Section 7

Motor Vehicle

**100701**

**Motor Vehicle Registration Program**

Consists of application forms, proof of ownership, sales documents, titles, registrations, and other documentation used in obtaining license plates and selling or exporting vehicles including criterion countries.

**Disposition:** Retire to RSC 1 year after departure of employee and destroy when 5 years old. (N1-59-87-9, item 19a-b)

**100702**

**Motor Vehicle Correspondence File**

Consists of diplomatic notes, telegrams, and other correspondence on routine motor vehicle issues, i.e., licenses, parking violations, driving violations, communications with local governments, etc., arranged by country, subject or individuals.

**Disposition:** Destroy when 2 years old, unless it pertains to policy formulation. (N1-59-87-9, item 20)

**100703**

**Driver License Program**

Consists of photographs, application forms, and other supporting documents and correspondence needed for issuance of a driver's license to members of foreign missions.

**Disposition:** Retire to RSC 1 year after departure of employee and destroy when 5 years old. (N1-59-87-9, item 21)

**100704**

**Motor Vehicle Insurance**

Copies of insurance policies on motor vehicles owned by members of foreign missions.

**Disposition:** Retire 1 year after departure of employee and destroy when 5 years old. (N1-59-87-9, item 22)

Section 8

Systems Division

**100803**

**Relocation Files**

Information regarding the relocation from the Iranian Embassy to the current location - SA-33. Contains arrangements with contractors for moving, blueprints of the old building and of the current site, and any other information regarding this effort.

**Disposition:** Retain all blueprints for future reference. Destroy other background documents when no longer needed.

## Section 9

## Miscellaneous

100901

### Contractors' Files

Consist of contractors who provide services to OFM and/or services for renovations and improvements to buildings owned or occupied by criterion countries. Contains contracts, invoices, architectural drawings, receipts for payments, diplomatic notes, and general correspondence for services requested and rendered.

- a. Original architectural drawings.

**Disposition: Permanent.** Retire to RSC when 5 years old. Offer to the National Archives when 30 years old. (N1-59-87-9, item 23a)

- b. Contracts and related papers and correspondence.

1. Transactions of more than \$10,000 and all construction contracts exceeding \$2000.

**Disposition:** Destroy 6 years and 3 months after final payments. (N1-59-87-9, item 23b)

2. Transactions of \$10,000 or less and construction contracts under \$2000.

**Disposition:** Destroy 3 years after final payment. Closed file at the end of the fiscal year, retain 3 years and destroy. Files in which actions are pending shall be brought forward to the next fiscal year's records until action is completed and then destroyed after 3 years. (N1-59-87-9, item 23c)