

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-93-17
1. FROM (Agency or establishment) •Department of State		DATE RECEIVED	6/7/94
2. MAJOR SUBDIVISION Under Secretary for Management (M)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Moscow Embassy Bldg. Control Office (MEBCO)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Betty Bates	(202) 647-6018	9-26-94	<i>Curtis</i> <i>Credy, Hushamp, Pettis</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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/1/94	<i>Kenneth F. Rossman</i>	Department of State Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7	See attached 7 items for Moscow Embassy Control Office (M/MEBCO).		

*Copies sent to Agency, NNT, NNS, NNW, NCA, NIA @ 10/5/94*

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MOSCOW EMBASSY BUILDING CONTROL OFFICE  
(M/MEBCO)

1. Alphabetical Subject Files

Arranged by subject. Correspondence, memorandums, reports, telegrams, briefing materials, and other documentation relating to the construction of the Moscow building, relations with contractors, and efforts of Soviets to compromise its security.

Permanent. Retire to RSC when no longer needed for current operations or at the conclusion of the project for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

Volume on hand: 50 cu. ft.  
Estimated annual accumulation: 10 cu. ft.

2. Studies Files

Studies of all aspects of the construction of the Moscow embassy building. Includes special studies of the Soviet effort to penetrate the embassy building and American counter-measure.

Permanent. Retire to RSC when no longer needed for current operations or at the conclusion of the project for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

Volume on hand: 10 cu. ft.  
Estimated annual accumulation: 0 cu. ft.

3. Chronological Files

Extra copies of outgoing communications of all types, arranged chronologically without regard to the subject. The official record copy of the communications is filed elsewhere by subject or case.

Destroy when 1 year old or sooner.

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4. Shipping Files

Files documenting the shipment of supplies and equipment to Moscow for use in the building. Purchase orders, requisitions, packing orders, packing lists, notifications of shipment, copies of invoices, and correspondence.

Destroy when 3 years old.

5. Contractor Files

Arranged by name of contractor. Correspondence, copies of contracts, invoices, receipts for payments for services and FAXes relating to activities of contractors involved in construction of the Moscow embassy building. (Excludes files on contractors maintained in the Alphabetical Subject Files.)

Destroy 3 years after date of completion of contract.

6. Architectural and Engineering Drawings and Plans

Master files of architectural and engineering drawings.

Permanent. Retire to RSC when no longer needed for current operations or at the conclusion of the project for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

On hand: approximately 200 each  
Est. annual accumulation: 50 each

7. Slides and Videotapes

Slides and videotapes documenting the construction of the Moscow embassy building and examination of the Soviet effort at penetration.

Permanent. Retire to RSC when no longer needed for current operations or at the conclusion of the project for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

On hand: approximately 3 cu. ft.  
Est. annual accumulation: 1/2 cu. ft.