

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of State

2. MAJOR SUBDIVISION

Bureau of Administration

3. MINOR SUBDIVISION

Foreign Building Operations

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Willie Gee, Jr.

647-6023

### LEAVE BLANK (NARA use only)

JOB NUMBER *11-59-94-9*

DATE RECEIVED *5/3/94*

### NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *8-4-94* ARCHIVIST OF THE UNITED STATES *Andy Hunkamp Peters*

### 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 16 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  
04/28/94

SIGNATURE OF AGENCY REPRESENTATIVE

*Patricia R. Mayis*

TITLE

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<u>Real Estate Management Division</u>  See attachment		

*Copies sent to agency NCF 8/16/94*

**REAL ESTATE MANAGEMENT DIVISION**1. Real Estate Central Files - Organized by post name.

Telegrams, environmental surveys, copies of lease agreements, letters, photographs, appraisals, reports, correspondence concerning proposed buildings, property agreements, negotiations, background materials and other documents pertaining to property leased or purchased by the U.S. Government.

Disposition: Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (NC1-59-76-10, item 1)

2. ~~REMS Property/Update Files - Organized by regional bureau, alphabetically by post.~~

~~Correspondence, letters, memoranda, telegrams, evaluation sheets, background materials, magnetic tapes and other related materials used for property updates to REMS.~~

~~Disposition: Cut-off at the end of the cycle. Destroy when 7 years old. (GRS-2C, item 2).~~

3. ~~Real Estate Management System Files (REMS)~~

~~Centralized data base established to manage real estate assets worldwide. This electronic system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs.~~

~~Disposition: Delete information in the database when no longer needed for current operations. (NC-59-87-11)~~

4. REMS Property Inventory Books - Organized by regional bureau, country, post, and ownership type.

Real Estate Management reports, computer printouts, charts and other selected REMS data on U.S. Government-owned and leased property.

Disposition: Retire to RSC when 20 years old for transfer to WNRC. Destroy when 50 years old.

5. REMS Development History Files - Arranged by subject and by year.

Memoranda, correspondence, background documentation on the creation of the REMS System from 1982 to the present.

Disposition: Destroy 5 years after REMS is discontinued.

6. REMS Testing Files - Arranged in notebooks by projects.

Status Reports on REMS, requests for changes to current version of REMS, computer printouts, test results, and other related materials used to update REMS program in the Department.

Disposition: Destroy 3 years after REMS is discontinued.

7. REMS Installation Files - Arranged by post name.

Memoranda, plans, progress reports, correspondence, telegrams, trip reports, arrangement for visits and other materials related to implementation of the REMS program at post.

Disposition: Destroy 3 years after REMS is discontinued.

8. Post Housing Profile and Waiver Files - Arranged by post name.

Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies.

Disposition: Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old.

9. Real Property Title Records - Arranged by post and property number \*\*

Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S Government-owned properties.

**(A) Title Deeds to Property (At Post)**

(1) Where local law does not require that the originals be retained by the foreign country:

Disposition: Forward signed, original title or crown lease-type deed documents (s) issued by the host country to A/FBO/OPS/RE/RPM. Retain one official, signed copy at post.

(Note: Under no circumstance should original title (crown-type lease deeds) documentation or the equivalent substitute, original issuance be held at post.)

(2) Where local law does require that the originals be retained by the foreign country:

Disposition: Forward two signed, certified copies of title (or crown lease-type deed) document (s) or document equivalency that is recognized by the host government as well as the courts of the host country as having equal validity as to proof-of-U.S. Government-ownership as would an original deed to A/FBO/OPS/RE/RPM).

**(B) Title Documentation for both Freehold and Leasehold Property (At Department)**

Original and certified copies of title deeds or crown-leased deeds acquired by U.S. in foreign countries.

Disposition: Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded. (II-NNA-3111, ITEM 3)

10. **Real Estate Asset Management Files** - Arranged by post.

Reports, maps, telegrams, memoranda, letters, background materials, real estate evaluations, statistical reports, drafts, lease on-site review reports, and other related documents.

Disposition: Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.

11. Real Estate Property Appraisals - Arranged by post name.

Letters, memoranda, background materials, handwritten, notes, appraisals reports, photographs, maps, cost estimates, and other documents which pertain to U.S. Government leased property.

Disposition: Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.

12. Long-Term Leases (Over 10 years)

Maintained in the Department. Original signed long-term leases for properties at posts, decision memoranda, acquisitions, contracts, blueprints, plans, photographs, surveys, letters, with copies of related repair contracts and other materials related to long term leases.

Disposition: Destroy 25 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

13. Short-Term Leases

Maintained at post. Contracts, leases, property description, notes, letters, memorandums, purchase orders, purchase receipts, estimates, work orders, telegrams and other related documents.

Disposition: Destroy 3 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

14. Site Records

Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government in foreign countries.

a. Acquired Properties

Disposition: Destroy records on acquired properties 50 years after property is sold and any litigation is concluded. (II-NNA-3111, item 32)

~~b. Rejected Properties~~

~~Disposition: Destroy records on properties rejected for acquisition 3 years after rejection. (II-NNA-3111, item 32)~~