

Rev NCD 26 Dec 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCl-59-80-8
DATE RECEIVED	12-26-79
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-4-80 <i>Jane S. O'Neil</i> Date <i>acting</i> Archivist of the United States	

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT) <u>Department of State</u>	
2. MAJOR SUBDIVISION <u>Bureau of Administration</u>	
3. MINOR SUBDIVISION <u>Office of Foreign Buildings</u>	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Alice L. Harris</u>	5. TEL EXT <u>632-8806</u>

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12/14/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff (FADRC/RM)
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Working Papers on Accounts  Consists of copies of obligation documents, purchase orders, instructions regarding stockpile accounts, work-sheets for the property list, reports on unliquidated obligations, copies of journal vouchers, and other papers relating to accounts. <i>Transfer to FAL when 2 years old.</i> DESTROY WHEN 5 YEARS OLD  Reference: RMH Appendix A, Item 080302	II NNA-3111, item 11  <i>RAH (A) 080302</i>	
2	Advices of Allotment  Notices and related communications regarding allotments to Foreign Service posts for buildings. <i>Transfer to FAL when 2 years old.</i> DESTROY WHEN 5 YEARS OLD.  Reference: RMH Appendix A, Item 080304	II NNA-3111, item 14  <i>RAH (A) 080304</i>	<i>2 items</i>

*Classified  
Out  
1/1/80  
JZ*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Justification for authority to supersede the General Records Schedules: "A/FBO believes that, given the nature of worldwide construction and the relatively long period of time an average project takes, that it would be advantageous to retain the present" retention period. "Since building projects typically generate claims, at times several years after the fact, these records should be retained for five years."</p>		