

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-84-93-10

DATE RECEIVED
4-15-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *10-27-93* *Andy Hunkamp Peterson*
ARCHIVIST OF THE UNITED STATES

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

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION
All Foreign Service Posts

3. MINOR SUBDIVISION
Engineering Security Section

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE
John A. Cruce | **647-7123**

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 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, 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: **4/8/93** | SIGNATURE OF AGENCY REPRESENTATIVE: *Kenneth F. Rossman* | TITLE: **Records Officer, Department of State**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheet.		

Copies sent to agency 1/1/93

I. Construction Security Program File.

Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

a. For Existing Office Building (EOB) construction projects.

Disposition: Destroy 3 years after completion of project and project technical security inspection by Security Engineering Officer.

b. For New Office Building (NOB) projects.

Disposition: Upon project's completion, the Site Security Manager to forward documents to A/FBO/PE/CSM.