

Rec'd NCD 78 Jan 80 NY

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-84-80-4
DATE RECEIVED	1-28-80
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>3-10-80</i> <i>James P. O'Neil</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
All Foreign Service Posts

3 MINOR SUBDIVISION
General Services Records

4 NAME OF PERSON WITH WHOM TO CONFER
Alice L. Harris

5. TEL EXT
632-8806

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1/22/80	<i>William F. Parrell</i>	Chief, Records Management Staff (FADRC/RM)

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>Contract Files (Construction, Maintenance and Repair)</p> <p>Consists of contract files relating to construction, furnishing, maintenance or repair of U.S. Government-owned or leased quarters abroad maintained by posts' Budget and Fiscal Section.</p> <p>DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT IF ALL CLAIMS HAVE BEEN SATISFACTORILY RESOLVED.</p> <p>Reference: RMH App. B, Item 05304</p> <p>Note: The reduced retention period for these files will conform to GRS 3, item 4; but the Office of Foreign Buildings believes it is necessary to qualify the instruction so as to insure that none of these files are destroyed while any claims are outstanding.</p>	<p>II NNA-530 item 5</p> <p>RMH(B) 05304</p>	
2	<p>Construction and Maintenance Administration File.</p> <p>Includes administrative correspondence with related reports and specifications regarding the construction, furnishing, maintenance and/or repair and sale of U.S.</p>	<p>II NNA-530, item 8</p> <p>RMH(B) 05307</p>	<i>2 items</i>

115-107
Copy to Agency Closed Out 3/2/80

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>Government-owned buildings and residences. Excludes record copies of contracts.</p> <p>Retain at post Specifications and As-Built Drawings until no longer needed. Destroy all other records two (2) years after final payment if all claims have been satisfactorily resolved.</p> <p>Reference: RMH App. B, item 05307</p> <p>Note: The reduced retention period for these files will conform to GRS 11, item 1; but the Office of Foreign Buildings has requested the two qualifying provisions included above.</p>		