To: National Archives and Records Administration (NIR) Washington, DC 20408 1. From: (Agency or setablishment) Department of State 2. Mejor Subdivision Bureau of Overseas Buildings Operations 3. Minor Subdivision Front Office 4. Name of Person with whom to confer Tasha M. Thian Dage(s) are not now needed for the business of this agency or will note be needed after the retention periods specified; and that within concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies: Is not required Signature of Agency Representative Notification to Agency In accordance with the provisions of 44 In Sc. 30308. Notification to Agency In accordance with the provisions of 44 In Sc. 30308. Notification to Agency In accordance with the provisions of 44 In Sc. 30308. Notification to Agency In accordance with the provisions of 44 In Sc. 30308. Notification to Agency In accordance with the provisions of 44 In Sc. 30308. Notification to Agency In accordance with the provisions of 44 In Sc. 30308. In Cauchy Sc. 30308. Suppressed of vision of the Intervision of Vision Agency of Vision of the Intervision to United States Full Las Archives of the Intervision to United States Full Las Archives of the Intervision to United States Full Las Archives of the Intervision to United States Full Las Archives of the Intervision of Vision of the Intervision to Agency and the Intervision of Vision of Intervision to Agency Agency Representative Department Records Officer 7. Supersected Job Citation Date (Intervision to Agency Agency Representative Original Agency Agency Representative Original Agency Representative Origina	(Controlled and Authority	Leave Blank (NARA Use Only)		
1. From: (Agency or establishment) Department of State 2. Major Subdivision Burcau of Overseas Buildings Operations 3. Minor Subdivision Front Office 4. Name of Person with whom to confer Tasha M. Thian 5. Telephone (include area code) Tasha M. Thian Culding amendments, is approved except for items that may be marked "disposition not operated approved" or "withdrawn" in column 10. Characteristic of the United States of the Gallow of the United States of the United State	(See Instructions on reverse) To: National Archives and Records Administration (NiR)	Job Number N/- 05	9-07-9	
Department of State State		Date Received	111/07	
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. A. Name of Person with whom to confer	1. From (Agency of establishment)		o Agency	
Surround of Overseas Buildings Operations Cluding amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. A. Name of Person with whom to confer		In accordance with the provisions of 44		
Front Office 4. Name of Person with whom to confer Tasha M. Thian		cluding amendments, is approved except for		
4. Name of Person with whom to confer Tasha M. Thian 5. Telephone (include area code) 202-261-8424 6. Agency Certification I hereby certify that I am authorized to act for this agency in matters pertaining to the diposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will note 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: X is not required is attached has been requested Signature of Agency Representative Department Records Officer 7. Department Records Officer 9. GRS or Superseded Job Citation 10. Action taken (NARA Use Only)	· · · · · · · · · · · · · · · · · · ·	items that may be man	ked "disposition not vn" in column 10.	
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Margarit Q Peppe Department Records Officer 5/30/2007 7. 9. GRS or Superseded Job Citation 10. Action taken (NARA Number Job Citation Use Only)	I hereby certify that I am authorized to act for this agency in matters pertaining to the diposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will note 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:			
Margarit Q Peppe Department Records Officer 5/30/2007 7. 9. GRS or Superseded Job Citation 10. Action taken (NARA Number Job Citation Use Only)	Signature of Agency Representative Title		Date (mm/dd/yyyy)	
Item 8. Description of Item and Proposed Disposition Superseded taken (NARA Job Citation Number Job Citation Use Only)		i i	, , , , , , , , , , , , , , , , , , , ,	
Please see attached page.	Item 8. Description of Item and Proposed Disposition	Superseded	taken (NARA	
Il 2/1/05 copies sent to agency, NWMD, NWMW, WWCT				

Overseas Buildings Operations (OBO) Front Office Records Disposition Schedule

1 Director's Correspondence Files

Description: Includes guidance and policy documentation; decision

papers. Recordkeeping copy is paper.

Disposition: Permanent. Cutoff at the end of Director's tenure or sooner if

necessary. Transfer to RSC at cutoff. Transfer to the

National Archives 25 years after cutoff.

DispAuthNo: Pending

2 Travel Briefing Books for Opening Ceremonies

Description: Briefing materials on openings of new overseas posts.

Includes Director's schedule; Trip reports; Country clearance cables; Visit schedules; Names of meeting participants; Fact Sheets on visiting post; and Talking points. Recordkeeping

copy is paper.

Disposition: Permanent. Cutoff at the end of Director's tenure or sooner

if necessary. Transfer to RSC at cutoff. Transfer to the

National Archives 25 years after cutoff.

DispAuthNo: Pending

3 Director's Congratulatory and Condolence File

Description: Contains copies of the Director's thank you letters to post

after ceremonial/groundbreaking visits; commendations to

posts; congratulatory messages on promotions; and

condolence letters to post employees.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: Pending

4 Director's Calendar and Daily Schedule

Description: Calendar and daily schedule for the Director, Bureau of

Overseas Buildings Operations.

Disposition: Temporary. Cutoff at the end of Calendar Year. Destroy 3

years after cutoff.

DispAuthNo: Pending