

(See Instructions on reverse)

1. FROM (Agency or establishment)

Department of State

2. MAJOR SUBDIVISION

Office of the Legal Adviser (L)

3. MINOR SUBDIVISION

International Claims and Investment (CID)

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

(202) 647-6018

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 6 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 _____

4/19/95

SIGNATURE OF AGENCY REPRESENTATIVE

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SUPERSEDED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)	
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See attached item (1(a)-(r)) for the records of the Moscow Arbitration Team (Defunct).

Copies sent to agency, NNT, NCF, NIA 6/27/95

Records of the Moscow Arbitration Team (Defunct)

(a) **Unclassified Subject Files.** Unclassified files on all subjects other than administrative matters. Subjects include arbitration, the claims, damages, embassy construction contracts, press guidance, round negotiations, treaty law, and witness files.

WNRC Acc. No. 76-93-3
boxes 1-8 (part)

PERMANENT. Transfer to the National Archives in 2022.

(b) **Classified Subject Files.** Classified files on all subjects other than administrative matters. Specific topics include arbitrator, incoming and outgoing telegrams, case preparation, claim files, embassy construction contracts, round negotiations, strategy memorandums, and witness files.

WNRC Acc. No. 76-93-3
boxes 345-356 [with exceptions noted in
item 1(c)]

PERMANENT. Transfer to the National Archives in 2022.

(c) **Electronic Records.** One reel, 12 8-inch disks, and approximately 135 5-1/4 inch disks.

WNRC Acc. No. 76-93-3
boxes 345 (part), 346 (part), and
348 (part)

Destroy in 2007.

(d) **Office Administrative Files.** Administrative records generated by L/CID/MAT during its existence. Included are personnel-type files, time and attendance records, taxi vouchers, travel records, job applications, requisitions, and other similar records.

WNRC Acc. No. 76-93-3
boxes 8 (part)-12

Destroy immediately.

(e) **Master Documents Collections.** These documents are the basis of the legal and factual foundation of U.S. claims. They served as the starting point for analyzing the legal and factual issues in the claims. Included are copies of agreements and protocols between the U.S. and the USSR underlying the construction project, the construction contract and contract specifications between the U.S. and the Soviet contractor, the master construction schedule, and related construction documents.

WNRC Acc. No. 76-93-3
boxes 13-28 (part)

PERMANENT. Transfer to the National Archives in 2022.

(f) **Basic Documents Collections.** Included are the primary documents underlying the case. They are a subset of the "Master Documents" and consist of the agreements between the U.S. and the USSR, the construction contracts and specifications, as well as copies of filings in the arbitration.

WNRC Acc. No. 76-93-3
boxes 28 (part)-33

PERMANENT. Transfer to the National Archives in 2022.

(g) **Chronological Files.** A chronological compilation of all documents and correspondence relating to the actual construction of the embassy complex.

WNRC Acc. No. 76-93-3
boxes 33 (part)-63

Destroy in 2007.

(h) **Work Activity Issue Books.** Documents relating to a particular construction work activity collected for analysis. Activities covered include dewatering, pile driving,

basement walls and covering slab, waterproofing, superstructure, and boundary survey. Factual narratives and legal memorandums were prepared for some of these issues.

WNRC Acc. No. 76-93-3
boxes 64-75 (part)

PERMANENT. Transfer to the National Archives in 2022.

(i) **Preliminary Issue Books.** When work on the claims first began, a preliminary list of issues involved in the claims was prepared. Issues covered include brick cleaning, changes in work, damage to work in place, defective work, manpower, master schedule, passports, site control, Soviet material delivery, U.S. material delivery, U.S. technical data, window installation, working drawing approval, security, design errors, and roofing.

WNRC Acc. No. 76-93-3
boxes 75 (part)-121

PERMANENT. Transfer to the National Archives in 2022.

(j) **Damages Materials.** Documents relating to the damages the U.S. was claiming under two of the claims, Claim 1 for construction delays, Claim 2 intentional defects, and Claim 3 for defective work.

WNRC Acc. No. 76-93-3
boxes 121-125 (part)

PERMANENT. Transfer to the National Archives in 2022.

(k) **Issue Materials Collections.** More detailed collections of documentation on issues identified in the claims. Included are not only the documents collected from the various parties involved in the construction but also analyses of and notes on the issues.

WNRC Acc. No. 76-93-3
boxes 125 (part)-144 (part)

PERMANENT. Transfer to the National Archives in 2022.

{l} **FBO Files-General.** The general files of the Department of State office in charge of embassy construction. Included are reports on the progress of the construction and all of the correspondence between the U.S. and the Soviet and U.S. contractors.

WNRC Acc. No. 76-93-3
boxes 144 (part)-181 (part)

Destroy in 2007.

(m) **FBO Files-Shipping Documents.** Shipping documents of all the U.S. contractors that shipped materials for use in the construction project.

WNRC Acc. No. 76-93-3
boxes 181 (part)-202 (part)

Destroy in 2007.

(n) **FBO Files-Schedule Documents.** Documents relating to the scheduling of the construction project.

WNRC Acc. No. 76-93-3
boxes 202 (part)-210

Destroy in 2007.

(o) **FBO Design and Working Drawings.** Design drawings, working drawings and sketches, by the Department of State and the U.S. and Soviet contractors, relating to the construction of the complex.

WNRC Acc. No. 76-93-3
boxes 211-224

Destroy in 2007.

(p) **U.S. Contractors Files.** The files include all correspondence and internal memorandums of the primary U.S. contractors as well as their copies of other project documentation.

WNRC Acc. No. 76-93-3

boxes 225-292

Destroy in 2007.

(q) **MDC Systems Corp. Files.** The Department of State hired MDC Systems Corp. to analyze the construction of the embassy, both as it was planned and as actually built, to help plan for the arbitration. The files include background and case preparation materials and analyses.

WNRC Acc. No. 76-93-3
boxes 293-343

PERMANENT. Transfer to the National Archives in 2022.

(r) **Drawings in Tubes.** There are also 126 tubes of drawings, in addition to those found in boxes 211-244 that will be retired to WNRC soon

WNRC Acc. No. 76-93-4
WNRC Acc. No. 76-93-5
WNRC Acc. No. 76-93-6

Destroy in 2007.