

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) U.S. Department of State	
2. Major Subdivision Overseas Buildings Operations	
3. Minor Subdivision Office of Real Estate Property Management. <i>EW 5/2/09.</i>	
4. Name of Person with whom to confer Shelia A. Prince	5. Telephone (include area code) (202) 261-8428

Leave Blank (NARA Use Only)	
Job Number <i>NI-059-08-16</i>	
Date Received <i>6/10/08</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>2/6/09</i>	Archivist of the United States <i>Adrienne Thomas</i>

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 has been requested

Signature of Agency Representative <i>Tasha M. Thian</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <i>6/3/08</i>
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See Attached Schedule		

Bureau of Overseas Buildings Operations
Office of Planning & Real Estate
Real Property Management Office (OBO/PRE/RPM)
Records Disposition Schedule

1a Long Term Lease File

Description: Original long term lease file for properties at posts. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-leased properties.

Disposition: Temporary. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded.

DispAuthNo: (Formerly NN-171-69, item 2 and N1-59-94-9, item 9b; A-08-005-01 and A-08-009-09b)

1b Historically Significant Long Term Lease File

Description: Original historically significant long term lease files for properties at posts. Historical significance is determined by the historical significance of the structure itself, or the significance of events that take place or have taken place in the structure. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation for research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-leased properties.

Disposition: Permanent. Transfer to NARA 30 years after property is disposed of and/or litigation concluded.

DispAuthNo:

2. Short Term Lease File

Description: Copy of Short term lease file for properties at posts, with copies of related repair contracts and communications. Also includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining

to U.S. Government-owned properties.

Disposition: Temporary. Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or 5 years after property is disposed of and any litigation is concluded.

DispAuthNo: (Formerly NN-164-5, item 2, N1-59-94-9, item 9b; A-08-005-02 and A-08-009-09b)

3. Property Leasing Policy File

Description: Communications, reports and other papers maintained as a precedent file in such matters as interagency agreements, interpretations of law, internal procedures, and other significant subjects affecting the leasing of buildings abroad.

Disposition: Temporary. Destroy when 20 years old.

DispAuthNo: (Formerly NC1-59-76-10, item 3; A-08-005-04)

4. Taxation File

Description: Communications and reports concerning taxes on leased properties abroad for which the United States is liable under terms of various treaties. Included are requests for information regarding tax problems relating to certain properties held by foreign governments in the United States.

Disposition: Temporary. Destroy when information becomes obsolete or is superseded.

DispAuthNo: (Formerly II-NNA-3111, item 30; A-08-005-07)

5a. Title Deed to Property File

Description: Original title deeds file to property acquired by the United States in foreign countries. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, freehold titles with associated documentation pertaining to U.S. Government-owned properties, Decision Memo to sell property, OF-158 record of receipt of funds/payment, and formal agreements of sale.

Disposition: Temporary. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded.

DispAuthNo: (Formerly II-NNA-3111, item 31 and N1-59-94-9, item 9b; A-08-007-01 and A-08-009-09b)

5b. Historically Significant Title Deed to Property File

Description: Original historically significant title deeds to property acquired by the United States in foreign countries. Historical significance is determined by the historical significance of the structure itself, or the significance of events that take place or have taken place in the structure. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation for research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-owned properties. Also includes Decision Memo to sell property, OF-158 record of receipt of funds/payment, and formal agreements of sale.

Disposition: Permanent. Transfer to NARA 30 years after sale of property.

DispAuthNo:

6a. Site Records for Acquired Properties

Description: Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.

Disposition: Temporary. Destroy records on acquired properties 50 years after property is sold or retired and any litigation is concluded.

DispAuthNo: (Formerly II-NNA-3111, item 32 **A-08-007-02**; N1-59-94-9, item 14a)

6b. Site Records for Properties Rejected for Acquisition

Description: Copies of survey reports, communications, plans, photographs, contracts, options-to-purchase and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts

Disposition: Temporary. Destroy records on properties rejected for acquisition 10 years after rejection.

DispAuthNo: (Formerly N1-59-94-9, item 14b; **A-08-009-14b**)

7. Capital Program Files

Description: Copies of memoranda, general correspondence, letters, "Capital Program Fund Material", briefing papers, coordination of Congressional Testimony, transcripts, authorizations, request to Congress and other related material. Arranged by fiscal year and country.

Disposition: TEMPORARY. Destroy when 5 years old.

DispAuthNo: (Formerly N1-59-92-6, item 2; **A-08-007-05**)

~~8a.~~

Real Property Application - RPA

Description: Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; A-08-009-03)

a. **INPUT:** scanned paper documents, electronic records, metadata

1) Paper Documents

GRS 20, item 2(a) 4

Disposition: TEMPORARY: Destroy incoming paper document input after verification of scanned image and no longer needed, except long term lease and title deed property of historic significance (see appropriate schedule for disposition.)

DispAuthNo:

Description: a. **INPUT:** scanned paper documents, electronic records, metadata

2) Electronic Records Transfers

Disposition: TEMPORARY. Delete incoming electronic input records when the data has been entered into the system and verified, or when no longer needed to support reconstruction of, or serve as a back up to the system, whichever is later.

GRS 20, item 2(b)

DispAuthNo:

Description: a. **INPUT:** scanned paper documents, electronic records, metadata

3) Metadata

Disposition: TEMPORARY. Transfer files and metadata when system is superseded

DispAuthNo:

GRS 20, item 2(b)

8b.

Real Property Application - RPA

Description: b. **Master Data File:** Data from long and short term leases, land and buildings, office, residential units, functional space, land, and work orders for maintenance and repairs, as well as, government-owned real property

Long-terms leases, property leasing files, title deed to property files and other files.

Disposition: TEMPORARY. Destroy 7 years after property no longer owned/leased or when no longer needed, whichever is later. Migrate data when system superseded.

DispAuthNo:

8c. Real Property Application - RPA

Description: c. **OUTPUT:** Reports generated for statistical purposes include but not limited to housing and construction cost; leasing information, inventory list of real property etc.

Disposition: TEMPORARY. Delete when determined they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item 6

GRS 20, item 6.

8d. Real Property Application - RPA

Description: d. **Documentation** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

Disposition: TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

DispAuthNo: GRS 20, item 11a(1)

GRS 20, item 11(a)1.

9. Post Housing Profile and Waiver Files

Description: Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies. Arranged by post name.

Disposition: TEMPORARY. Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old.

DispAuthNo: (Formerly N1-59-94-9, item 8; A-08-009-08)