
U.S. Department of State Records Schedule

Chapter 08: Overseas Buildings Operations

Resource Management Office

A-08-018-01 Vendor Payments/Claims Files

Description: Includes invoices for contracts and purchase orders for payment purposes. Filed by obligation number. Also contains Personal Services Contract (PSC) files related to payment of PSC health plan.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/6/2015

A-08-018-02 Routine Procurement and Contract Files

Description: Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining the simplified acquisition threshold).

(1) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/6/2015

A-08-018-02a Routine Procurement and Contract Files

Description: Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining the simplified acquisition threshold).

(2) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][b]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/6/2015

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| A-08-018-02b | Routine Procurement and Contract Files |
| Description: | Contracts, requisitions, purchase orders, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. b. Other copies of records or administrative purposes. |
| Disposition: | TEMPORARY: Destroy when business use ceases. (Supersedes GRS 3, item 3c). |
| DispAuthNo: | GRS 1.1, item 011 |
| Date Edited: | 5/6/2015 |
| A-08-018-03 | Budget/Program Files |
| Description: | Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units. Includes submissions to OMB for annual budget. |
| Disposition: | TEMPORARY: Destroy 3 years after close of fiscal year covered. |
| DispAuthNo: | NC1-059-77-26, item 9 |
| Date Edited: | 1/17/2008 |
| A-08-018-05 | Policy and Procedure Files |
| Description: | Master file of policy, procedures, and directives established within OBO. The files are maintained by office name and chronologically by date. a. Paper/Hard Copy |
| Disposition: | TEMPORARY: Retain in the office for seven (7) years. Then, retire to a records storage center. Destroy when twenty (20) years old. |
| DispAuthNo: | N1-059-07-05, item 2a |
| Date Edited: | 1/17/2008 |
| A-08-018-05a | Policy and Procedure Files |
| Description: | Master file of policy, procedures, and directives established within OBO. The files are maintained by office name and chronologically by date. b. Electronic Copy |
| Disposition: | TEMPORARY: Delete when updated or superseded. |
| DispAuthNo: | GRS 20, item 3 |
| Date Edited: | 1/17/2008 |

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Human Resources

A-08-019-01a **Intermediary Records**

Description: PASS - Personnel Administration Security System is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

System input includes both hard copy and electronic information obtained from a completed form HRPSC021 Request for Contract Action (Personal Services Contract), such as new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.). The system generates job vacancy and status reports, OBO phone directories, for reference purposes.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G **Date Edited:** 9/26/2017

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A-08-019-01b **PASS - Personnel Administration Security System**

Description: PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

b. Master Data File - The data contain personal information on new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.) It may also include OBO job vacancies for PSCs.

Disposition: Temporary. Delete/destroy 2 years after employee's separation from service.

DispAuthNo: N1-059-08-14, item 1b

Date Edited: 12/10/2008

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A-08-019-01c **Employee Management Administrative Records**

Description: Records on routine office program support, administration, and human resources operations. Includes:

Personnel Administration Security System (PASS) records. PASS is an on-line database system that augments the Global Employment Management System (GEMS) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc. PASS Outputs includes such records as:

- reports, including annual reports to the Department of State concerning the number of official passports issued and related matters
- reports from subordinate units regarding statistics and other reporting measures
- general correspondence with internal agency offices and with OPM
- general correspondence with travelers regarding official passport application procedures and documentation requirements
- statistics, including lists of official passport holders

Exclusion: Agency reports received by the Department of State document the Department's mission and must be scheduled by the Department.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 16)

DispAuthNo: DAA-GRS-2017-0007-0001 (G) **Date Edited:** 9/1/2017

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A-08-019-01f PASS - Personnel Administrative Security System

Description: PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

f. System backups and tape library records - Full

(1) Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8b).

DispAuthNo: GRS 3.2, item 051

Date Edited: 5/6/2015

A-08-019-02 Contractor Files

Description: Arranged by name of Personal Services Contractor (PSC); files include original personnel files for PSCs, such as form HRPSC021 Request for Contract Action (Personal Services Contract), JF-62, PSC salary worksheet computation, statement of work, security clearance, certificate of eligibles, superior qualifications approval memo, medical clearance (for PSCs overseas), final letter of offer, performance evaluations (for PSC renewals), correspondence, copies of contracts, and various personnel forms and financial forms relating to activities of contractors.

Disposition: Temporary. Transfer to records storage center. Destroy 6 years 3 months after termination of PSC Contract.

DispAuthNo: N1-059-08-14, item 2

Date Edited: 12/10/2008

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A-08-019-03a **OBO/Administrative Personnel Working Files**

Description: Arranged by individual employee name. Files contain copies of employee's personnel actions, such as reinstatement, employment status, promotions, termination/transfer-in or resignation letter, etc.; SF-75 Request for Preliminary Employment Data; copies of performance evaluations; position descriptions; correspondence, including, but not limited to, letters, E-mails, tentative and final letters of offer, reports and other records relating to the general administration and operation of personnel functions.

a. Transferred or Separated Employees

Disposition: Temporary. Destroy 2 years after employee transfers in, or separates.

DispAuthNo: N1-059-08-14, item 3a

Date Edited: 12/10/2008

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A-08-019-03b **OBO/Administrative Personnel Working Files**

Description: Arranged by individual employee name. Files contain copies of employee's personnel actions, such as reinstatement, employment status, promotions, termination/transfer-in or resignation letter, etc.; SF-75 Request for Preliminary Employment Data; copies of performance evaluations; position descriptions; correspondence, including, but not limited to, letters, E-mails, tentative and final letters of offer, reports and other records relating to the general administration and operation of personnel functions.

b. Temporary Individual Employee Records

All copies of correspondence and forms maintained in the file in accordance with Chapter 3 of The Guide to Personnel Recordkeeping.

Short-term records. Records of separated employees saved to the "temporary" folder in the eOPF or filed on the left side of the hardcopy OPF.

Exclusion: USCIS Form I-9 and performance-related records. See item 060 of this schedule for I-9 Forms and items 070, 071, 072, and 073 for disposition of temporary performance-related records.

Exclusion: Agencies not subject to OPM recordkeeping requirements under title 5, U.S. Code, should apply their own agency-specific schedule.

Note 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.

Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by GRS 5.2, Transitory and Intermediary Records, item 020.

Disposition: Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier. (Supersedes GRS 1, item 10a)

DispAuthNo: DAA-GRS-2017-0007-0005 (G) **Date Edited:** 9/1/2017

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A-08-019-03c **Job Application Packages**

Description: Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog. Includes:

- application
- resume
- supplemental forms (OF 612)
- other attachments

Includes offers of employment, to include declined offers when a name is received from certificate of eligibles; eligible, cancelled, and ineligible applications for positions filled from active/inactive register or inventory; and ineligible or incomplete applications for positions filled by case examining.

Note: This item is only for copies of materials submitted to and maintained in systems that receive job applications. Copies of these records used to fill job vacancies are covered under job vacancy case files (Items 050 and 051).

Disposition: Temporary. Destroy 1 year after date of submission. (Supersedes GRS 1, item 33k; GRS 1, item 33l(1); GRS 1, item 33l(2); GRS 1, item 33m; and GRS 1, item 4b(1))

DispAuthNo: DAA-GRS-2014-0002-0011 (G **Date Edited:** 9/7/2017

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A-08-019-04a **Reasonable Accommodation Records**

Description: Reasonable accommodation program files.

Includes Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164.

Administrative records not linked to a case file. Includes:

- instructions
- directives
- notices
- timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation
- reports provided annually to oversight agencies such as the Equal Employment Opportunity Commission (EEOC), related records, and data created, received, and maintained for purposes of tracking agency compliance with relevant Executive Order(s), as amended, and EEOC guidance
- notification records to internal and external stakeholders such as the EEOC, collective bargaining representative(s), and agency EEO offices

Disposition: Temporary. Destroy 3 years after being superseded, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 24a)

DispAuthNo: DAA-GRS-2015-0007-0004 (G) **Date Edited:** 9/3/2017

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A-08-019-04b **Reasonable Accommodation Records**

Description: Reasonable accommodation employee case files.

Includes Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164.

Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or HR specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services that have been requested for or by an employee. Includes:

- request approvals and denials
- notice of procedures for informal dispute resolution or appeal processes, including ADR processes
- forms
- correspondence
- emails
- policy guidance documents
- records of oral conversations
- medical records
- supporting notes and documentation

Disposition: Temporary. Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 24b)

DispAuthNo: DAA-GRS-2015-0007-0005 (G) **Date Edited:** 9/3/2017

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A-08-019-05 Employee Incentive Award Records

Description: Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.

Includes:

- Length of service and sick leave awards files
- Letters of commendations and appreciation
- Lists of or indexes to agency award nominations

Exclusion: Records of Department-level awards require agency-specific schedules.

Disposition: Temporary. Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 12a(1); GRS 1, item 12a(2); GRS 1, item 12c; and GRS 1, item 12d)

DispAuthNo: DAA-GRS-2017-0007-0003 (G **Date Edited:** 10/4/2017)

A-08-019-07a Notifications of Personnel Actions

Description: Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.

Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 1, item 14a and GRS 1, item 14b)

DispAuthNo: DAA-GRS-2017-0007-0006 (G **Date Edited:** 9/1/2017)

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| A-08-019-09b(1) | Correspondence and Form Files |
| Description: | Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. b. Retention registers and related records. (1) Registers and related records used to effect reduction-in-force actions. |
| Disposition: | Temporary. Destroy 2 years after date of program closure, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 17b(1)) |
| DispAuthNo: | GRS 2.5, Item 011 Date Edited: 3/9/2017 |
| A-08-019-09b(2) | Correspondence and Form Files |
| Description: | Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. b. Retention registers and related records. (2) Registers from which no reduction-in-force actions have been taken and related records. |
| Disposition: | Temporary. Destroy when no longer required for business use. (Supersedes GRS 1, item 17b(2)) |
| DispAuthNo: | GRS 2.5, Item 010 Date Edited: 3/9/2017 |
| A-08-019-09c | Correspondence and Form Files |
| Description: | Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. c. All other correspondence and forms. |
| Disposition: | Temporary. Destroy when 6 months old. |
| DispAuthNo: | GRS 1, item 17c Date Edited: 12/10/2008 |

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A-08-019-10a(1) Employee Performance File System Records

Description: Unacceptable performance appraisals of non-senior executive service employees.

Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents.

Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.

Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404

Disposition: Temporary. Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed. (Supersedes GRS 1, item 23a(1))

DispAuthNo: DAA-GRS-2017-0007-0009 (G) **Date Edited:** 9/3/2017

A-08-019-10a(2) Employee Performance File System Records

Description: Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

Superseded performance records of both non-senior executive service employees and senior executive service employees.

Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.

Legal citation: 5 CFR Part 293.404

Disposition: Temporary. Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed. (Supersedes GRS 1, item 23a(2))

DispAuthNo: DAA-GRS-2017-0007-0011 (G) **Date Edited:** 9/3/2017

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A-08-019-10a(3)a **Employee Performance File System Records**

Description: Acceptable performance appraisals of non-senior executive service employees. Performance records for employees as defined in 5 U.S.C. 4301(2)).

Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion 1: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.

Exclusion 2: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.

Legal citation: 5 CFR Part 293.404

Disposition: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 23; GRS 1, item 23a(1); GRS 1, item 23a(2); GRS 1, item 23a(3)(a); GRS 1, item 23a(3)(b); GRS 1, item 23a(4); and GRS 1, item 23a(5))

DispAuthNo: DAA-GRS-2017-0007-0008 (G **Date Edited:** 9/3/2017

A-08-019-11a **Equal Employment Opportunity (EEO) Records**

Description: EEO official discrimination complaint case files – Formal process.

Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other official complaint case file records. Includes cases resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court.

Note: This item includes all records gathered in the informal process which become

Disposition: Temporary. Destroy 7 years after resolution of case, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25a)

DispAuthNo: DAA-GRS-2015-0007-0008 (G **Date Edited:** 9/3/2017

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A-08-019-11c **Equal Employment Opportunity (EEO) Records**

Description: EEO case files that did not result in an EEO complaint.

 Includes cases that did not result in an official formal or informal EEO complaint (background files).

Disposition: Temporary. Destroy 2 years after final resolution of case, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25c(1))

DispAuthNo: DAA-GRS-2015-0007-0009 (G **Date Edited:** 10/4/2017

A-08-019-11d(1) **Equal Employment Opportunity (EEO) Records**

Description: EEO compliance review files.

 Reviews, background documents, and correspondence relating to contractor employment practices.

Disposition: Temporary. Destroy when 7 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25d(1))

DispAuthNo: DAA-GRS-2015-0007-0010 (G **Date Edited:** 9/5/2017

A-08-019-11e **Equal Employment Opportunity (EEO) Records**

Description: EEO program files.

 General program-related correspondence and copies of regulations with related records that pertain to the Civil Rights Act of 1964, the EEO Act of 1972, and any other pertinent legislation, and agency EEO Committee meeting records.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25g)

DispAuthNo: DAA-GRS-2015-0007-0006 (G **Date Edited:** 9/5/2017

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A-08-019-11f(1) **Equal Employment Opportunity (EEO) Records**

Description: EEO reports and employment statistics files.

Includes the annual report to the EEOC, the annual report to Congress on the No FEAR Act, quarterly/monthly reports to senior leadership, and other related reports required by EEOC's MD 715 (such as the Analysis and Action Plans) or succeeding guidance as well as employment statistics files which support reporting requirements to Congress, the EEOC and other oversight entities.

Disposition: Temporary. Destroy when 5 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25d(2); GRS 1, item 25f; GRS 1, item 25h(1); GRS 1, item 25h(2); GRS 1, item 25h(3); and GRS 1, item 25h(4))

DispAuthNo: DAA-GRS-2015-0007-0011 (G) **Date Edited:** 9/5/2017

A-08-019-12a(1) **Labor Management Relations Agreement Negotiation Records**

Description: Office(s) responsible for negotiations.

Records relating to negotiations with labor unions. Includes:

- negotiation agreements
- requests to bargain
- bargaining session records/notes
- correspondence
- memoranda
- reports
- forms
- other records relating to the negotiated agreements and general relationship between management, employee unions and other groups

Disposition: Temporary. Destroy 5 years after expiration of agreement, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 28a(1))

DispAuthNo: DAA-GRS-2015-0007-0014 (G) **Date Edited:** 9/5/2017

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A-08-019-12a(2) Labor Management Relations Agreement Negotiation Records

Description: All other offices.

Records relating to negotiations with labor unions. Includes:

- negotiation agreements
- requests to bargain
- bargaining session records/notes
- correspondence
- memoranda
- reports
- forms
- other records relating to the negotiated agreements and general relationship between management, employee unions and other groups

Disposition: Temporary. Destroy when no longer needed for business use. (Supersedes GRS 1, item 28a(2))

DispAuthNo: DAA-GRS-2015-0007-0015 (G **Date Edited:** 9/5/2017)

A-08-019-12b Labor Management Relations Agreement Negotiation Records

Description: Labor management relations arbitration records.

Correspondence, forms, and related records relating to labor arbitration cases.

Disposition: Temporary. Destroy 5 years after final resolution of case, but longer retention is authorized if required for business use. (GRS 1, item 28b)

DispAuthNo: DAA-GRS-2015-007-0016 (G **Date Edited:** 9/5/2017)

A-08-019-13a(1) Training Records

Description: a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.

(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of training courses and conferences.

Disposition: Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 29a(1))

DispAuthNo: GRS 2.6, Item 010 **Date Edited:** 3/9/2017

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| A-08-019-13a(2) | Training Records |
| Description: | a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency. (2) Background and working files. |
| Disposition: | Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 29a(2)) |
| DispAuthNo: | GRS 2.6, Item 010 |
| | Date Edited: 3/9/2017 |
| A-08-019-13b | Training Records |
| Description: | b. Employee training. Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agency or non-government institutions. |
| Disposition: | Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 29b) |
| DispAuthNo: | GRS 2.6, Item 010 |
| | Date Edited: 3/9/2017 |
| A-08-019-14a | Administrative Grievance, Disciplinary, and Adverse Action Files |
| Description: | Administrative grievance files. Records relating to grievances raised by covered entities/individuals such as non-bargaining agency employees. Includes formal and informal administrative grievance processes. Includes: <ul style="list-style-type: none">• grievance documents (copy of original grievance submission and supporting documentation/evidence• statements of witnesses• reports of interviews and hearings• examiner's findings and recommendations• copy of the original decision• related correspondence and exhibits Exclusion: Item excludes EEO complaints and negotiated grievances by bargaining unit employees. |
| Disposition: | Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed. (Supersedes GRS 1, item 30a) |
| DispAuthNo: | DAA-GRS-2015-0007-0017 (G |
| | Date Edited: 9/5/2017 |

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A-08-019-14b **Administrative Grievance, Disciplinary, and Adverse Actions Files**

Description: Performance-based action files.

Case files and records related to effected performance based actions against employees. Includes:

- performance appraisal
- performance improvement plan
- supporting documents
- copy of the proposed performance-based action
- employee's reply
- decision notices
- hearing notices
- appeal records

Disposition: Temporary. Destroy no sooner than 4 years but no later than 7 years after case is closed. (Supersedes GRS 1, item 30b)

DispAuthNo: DAA-GRS-2015-0007-0023 (G **Date Edited:** 9/5/2017

A-08-019-15 **Workers' Compensation (personnel injury compensation) Records**

Description: Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records.

Federal Employees' Compensation Act case files on injuries Federal employees sustain, while performing their duties that result in lost time or death, whether or not the employee filed a workers' compensation claim. Includes:

- forms, reports, correspondence, claims
- medical and investigatory records
- administrative determinations or court rulings
- payment records

Exclusion 1: Copies filed in the Employee Medical Folder.

Exclusion 2: Records created and maintained by the Department of Labor's Office of Workers' Compensation.

Disposition: Temporary. Destroy 3 years after compensation ceases or when deadline for filing a claim has passed. (Supersedes GRS 1, item 31)

DispAuthNo: DAA-GRS-2016-0015-0012 (G **Date Edited:** 9/5/2017

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A-08-019-16a **Interview Records**

Description: Case files related to filling job vacancies, held by hiring official and interview panel members. Includes:

- copies of records in the job vacancy case file (item 050 and 051)
- notes of interviews with selected and non-selected candidates
- reference check documentation

Legal citations: 5 CFR 335.103, 5 CFR 300.104. According to 5 CFR 300.104, the time frame in which an appeal must be filed may be established by each agency at its own discretion.

Disposition: Temporary. Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later. (Supersedes GRS 1, item 8)

DispAuthNo: DAA-GRS-2014-0002-0008 (G **Date Edited:** 9/11/2017

A-08-019-16b **Job Vacancy Case Files**

Description: Records of onetime competitive and Senior Executive Service announcements/selections.

Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:

- request for lists of eligible candidates
- job announcement
- examination announcement
- job analysis, assessment criteria, and crediting plan
- basis for certification
- applications, resumes, supplemental forms, other attachments
- list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification
- certificates, registers or lists of eligible candidates issued to selecting officials
- job-related test records
- annotated certificates of eligible candidates returned by selecting officials
- job offers
- records of job offer being accepted or declined
- correspondence/documentation of announcement or recruiting operation

Legal citation: 5 CFR 335.103

Disposition: Temporary. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later. (Supersedes GRS 1, item 32; GRS 1, item 33p; and GRS 1, item 33q)

DispAuthNo: DAA-GRS-2014-0002-0006 (G **Date Edited:** 9/5/2017

U.S. Department of State Records Schedule

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A-08-019-17a **Records of Delegation of Authority for Examination and Certification**

Description: Agreements and related records created under the authority of 5 U.S.C. 1104 by which OPM delegates to an agency the authority to examine and certify applicants for employment.

Exclusion: OPM's records are not covered by this item.

Disposition: Temporary. Destroy 3 years after agreement terminates but longer retention is authorized if required for business use. (Supersedes GRS 1, item 33a)

DispAuthNo: DAA-GRS-2014-0002-0021 (G **Date Edited:** 9/5/2017

A-08-019-17b **Job Vacancy Case Files**

Description: Records of standing register competitive files for multiple positions filled over a period of time.

Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:

- request for lists of eligible candidates
- job announcement
- examination announcement
- job analysis, assessment criteria, and crediting plan
- basis for certification
- applications, resumes, supplemental forms, other attachments
- list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification
- certificates, registers or lists of eligible candidates issued to selecting officials
- job-related test records
- annotated certificates of eligible candidates returned by selecting officials
- job offers
- records of job offer being accepted or declined
- correspondence/documentation of announcement or recruiting operation

Legal citation: 5 CFR 335.103

Disposition: Temporary. Destroy 2 years after termination of register. (Supersedes GRS 1, item 33b; GRS 1, item 33c; GRS 1, item 33e; GRS 1, item 33f; GRS 1, item 33g; GRS 1, item 4a; and GRS 1, item 5)

DispAuthNo: DAA-GRS-2014-0002-0007 (G **Date Edited:** 9/5/2017

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| A-08-019-17d | Examining and Certification Records |
| Description: | d. Test material stock control. Stock control records of examination test material, including running inventory of test material in stock. |
| Disposition: | Temporary. Destroy when test is superseded or obsolete. |
| DispAuthNo: | GRS 1, item 33d |
| | Date Edited: 12/10/2008 |
| A-08-019-17h | Examining and Certification Records |
| Description: | h. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent). |
| Disposition: | Temporary. Cut off annually. Destroy 1 year after cutoff. |
| DispAuthNo: | GRS 1, item 33h |
| | Date Edited: 12/10/2008 |
| A-08-019-17l | Examining and Certification Records |
| Description: | l. Eligible applications for positions filled by case examining that are either not referred to the hiring official, or are returned to the examining office by the hiring official. Such documents include OF 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format. |
| Disposition: | Temporary. Cutoff annually. Destroy 2 years after cutoff. |
| DispAuthNo: | GRS 1, item 33n |
| | Date Edited: 12/10/2008 |
| A-08-019-17m | Examining and Certification Records |
| Description: | m. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 50, OPM 648, or equivalent form. |
| Disposition: | Temporary. Cut off annually. Destroy 1 year after cutoff. |
| DispAuthNo: | GRS 1, item 33o |
| | Date Edited: 12/10/2008 |

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A-08-019-17p **Displaced Employee Program Files**

Description: Displaced employee program application records. Includes:

- applications
- registrations
- forms
- data
- other related documentation

Disposition: Temporary. Destroy when employee is no longer eligible for displaced employee programs, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 33r)

DispAuthNo: DAA-GRS-2015-0007-0020 (G) **Date Edited:** 9/7/2017

A-08-019-17q **Displaced Employee Program Files**

Description: Displaced employee program files. Includes:

- program related correspondence
- program implementation records
- reporting and tracking files sent to oversight agencies such as OPM, and to senior level management
- control cards and files
- information collected about displaced employees

Disposition: Temporary. Destroy 3 years after being superseded, but longer disposition is authorized if required for business use. (Supersedes GRS 1, item 33s)

DispAuthNo: DAA-GRS-2015-0007-0019 (G) **Date Edited:** 9/7/2017

A-08-019-17r **Delegated Authority Audits**

Description: Reports of delegated examining operations audit delivered to the audited agency.

Disposition: Temporary. Destroy when 3 years old but longer retention is authorized if required for business use. (Supersedes GRS 1, item 33t)

DispAuthNo: DAA-GRS-2014-0002-0022 (G) **Date Edited:** 9/7/2017

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A-08-019-18a Employee Drug Test Plans, Procedures, and Scheduling Records

Description: Drug testing program records pertaining to the development of procedures, such as the determination of testing incumbents in designated positions and selection of specific employees/applicants for testing. Includes:

- agency copies of plans and procedures, with related drafts, correspondence, and memoranda
- lists of selectees
- notification letters
- testing schedules

Exclusion 1: Documents filed in record sets of formally issued documents, such as directives, procedure handbooks, and operating manuals. Schedule these on agency-specific schedules.

Exclusion 2: Consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Pub. L. 100-71, 503(f), are covered in GRS 5.7, Agency Accountability Records.

Exclusion 3: Oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice. Schedule these on agency-specific schedules.

Disposition: Temporary. Destroy when 3 years old or when superseded or obsolete. (Supersedes GRS 1, item 36a and GRS 1, item 36c)

DispAuthNo: DAA-GRS-2017-0010-0016 (G **Date Edited:** 1/18/2018)

A-08-019-18b Employee Drug Test Acknowledgment of Notice Forms

Description: Forms completed by employees whose positions are designated sensitive for drug testing purposes, acknowledging they have received notice and they may be tested.

Disposition: Temporary. Destroy when employee separates from testing-designated position. (Supersedes GRS 1, item 36b)

DispAuthNo: DAA-GRS-2017-0010-0017 (G **Date Edited:** 1/18/2018)

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A-08-019-19 Donated Leave Program Individual Case Files

Description: Records documenting leave donation and receipt, including recipient applications; agency approvals or denials; medical or physician certifications; and records of leave donations, supervisor approvals, leave transfers, payroll notifications, and terminations from the program.

Disposition: Temporary. Destroy 1 year after the employee receiving leave is no longer participating in the program, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 37)

DispAuthNo: DAA-GRS-2016-0015-0009 (G **Date Edited:** 9/7/2017)

A-08-019-20a Telework/Alternate Worksite Records

Description: Forms, requests, or applications to participate in telework/alternate worksite programs. Includes:

- Approved and unapproved requests
- agreements between the agency and the employee
- records such as questionnaires relating to the safety of the worksite
- forms, checklists and similar records regarding the installation and use of equipment, hardware, and software
- the use of secure, classified information or data subject to the Privacy Act, or agencies' Personally Identifiable Information policies

Note: "End of employee participation" in the disposition instruction refers to if employee leaves telework entirely, is rejected, denied, or barred from telework, has significant changes in telework or agency position such that a new agreement is signed, or employee leaves Federal employment.

Disposition: Temporary. Destroy 1 year after end of employee's participation in the program, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 42a and GRS 1, item 42b)

DispAuthNo: DAA-GRS-2015-0007-0022 (G **Date Edited:** 9/7/2017)

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A-08-019-20b **Telework/Alternate Worksite Records**

Description: Telework/alternative worksite program files.

Records generated by the designated Telework Managing Officer (TMO), agency telework coordinators and other related staff. Includes:

- correspondence
- notes
- policy implementation documents
- form development files
- planning records
- program evaluation documentation/data
- reports provided to senior management and oversight agencies such as OPM
- other related records generated by the agency or by participating employees

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 42c)

DispAuthNo: DAA-GRS-2015-0007-0021 (G **Date Edited:** 9/7/2017

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Planning and Development Office

A-08-020-01 Long Range Facilities Plan

Description: Master plan, regardless of media, for OBO projects including supporting decisions for project, scope, schedule, and budget for construction related projects. Contains 10 year plan. Includes construction site plans, space plans, cost estimates, construction schedules, decision memorandums, cables, and related space requirements plan.

Disposition: TEMPORARY: Destroy when superseded or 25 (twenty-five) years after completion of project, whichever is sooner.

DispAuthNo: N1-059-08-02, item 1 **Date Edited:** 11/5/2008

A-08-020-02 Cost Estimate Project File

Description: Cost estimate file on proposed projects for new embassies, renovations, and security upgrades. Contains requests for proposals and evaluations of proposals. Includes copies of studies, long range plans, budget, planning estimates, independent government estimates and award proposals. Maintained by post/country by bureau and year.

Disposition: TEMPORARY: Cut off at end of fiscal year; destroy after 7 (seven) years old, or at termination of legal case, whichever is later.

DispAuthNo: N1-059-08-02, item 2 **Date Edited:** 11/5/2008

A-08-020-03 Capital Projects Files

Description: Project package of new embassies or new construction. Contains, Long Range Overseas Buildings Plan (LROBP) cost estimates, Standards Requirement Package (SRP) Summary, Functional Program Estimates and Initial Preliminary Report Analysis (IPRA) Report. Budget cost estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Planning cost estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Independent Government Estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Award cost estimates, RFP Summary, Section B and Section J3.6, Success Estimate Summary, Functional Program Estimates, Second Independent Government Estimate, and IPRA Report.

Disposition: TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-02, item 3 **Date Edited:** 11/5/2008

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| A-08-020-03a | Capital Projects Planning Files |
| Description: | Project analysis package of new embassies or new construction. Contains, regardless of media, project decisions, funding documentation, cost estimates, scope, planning surveys and studies, space plans, drawings, zoning analysis, tax agreements, etc. Maintained electronically by post and project. |
| Disposition: | TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later. |
| DispAuthNo: | N1-059-08-02, item 3a |
| | Date Edited: 11/5/2008 |
| A-08-020-04 | Physical Security Upgrades Planning Files |
| Description: | Project analysis package for improvements on existing property. Contains, regardless of media, project decisions, cost estimates, funding documentation, scope, drawings, tax agreements, etc. Maintained electronically by post and project. |
| Disposition: | TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later. |
| DispAuthNo: | N1-059-08-02, item 4 |
| | Date Edited: 11/5/2008 |
| A-08-020-05 | Major Renovations Planning Files |
| Description: | Project analysis package for improvements on major renovations on existing property. Contains, regardless of media, project decisions, funding documentation, cost estimates, scope, space plans, drawings, tax agreements, etc. Maintained electronically by post and project. |
| Disposition: | TEMPORARY: Maintain for 7 (seven) years, or at termination of legal case, whichever is later, then destroy. |
| DispAuthNo: | N1-059-08-02, item 5 |
| | Date Edited: 11/5/2008 |
| A-08-020-06 | Long-Range Overseas Buildings Plan (6 year plan) |
| Description: | Master compilation of all OBO projects and plans for all overseas posts in a booklet format. Includes an overview of all projects by posts, including new embassy construction, renovation, and security upgrades. Maintained in both paper and electronic format. |
| Disposition: | PERMANENT: Cut off at end of fiscal year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years (twenty-five) after cut off of most recent issuance in the block. NOTE: Record copy limited to paper. |
| DispAuthNo: | N1-059-08-02, item 6 |
| | Date Edited: 11/5/2008 |

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A-08-020-07a **Project Information Database (PID)**

Description: PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data.

a. Project Information Data

INPUT: A wide variety of project data including staffing data on all overseas posts.

OUTPUT: Reports, milestones, and space requirements data. Program converts staffing data into space requirements by posts.

Disposition: TEMPORARY: Destroy 3 (three) years after project completion or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-02, item 7a **Date Edited:** 11/7/2008

A-08-020-07b **Project Information Database (PID)**

Description: PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data.

b. Capital Security Cost Sharing Data

Electronic data on space costs incurred by other Government agencies located at posts abroad. Generates annual electronic bills for reimbursement, payment records, and generates cost estimates for next fiscal year.

OUTPUT: Electronic bills and cost estimates.

Disposition: TEMPORARY: Destroy 6 (six) years and 3 (three) months after receipt of final payment.

DispAuthNo: N1-059-08-02, item 7b **Date Edited:** 11/7/2008

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| A-08-020-07c | Project Information Database (PID) System Documentation |
| Description: | <p>PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data.</p> <p>c. Records required for planning, developing, operating, maintaining and using the PID system. Included are electronic systems specifications, file specifications, codebooks, records layout, user guides and output specifications.</p> |
| Disposition: | TEMPORARY: Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]). |
| DispAuthNo: | GRS 3.1, item 051 Date Edited: 5/6/2015 |
| A-08-020-07d | Project Information Database (PID) System Backups |
| Description: | <p>PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data.</p> <p>d. Electronic copies of the PID system that are maintained in case the database is damaged or inadvertently erased.</p> |
| Disposition: | TEMPORARY. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8b). |
| DispAuthNo: | GRS 3.2, item 051 Date Edited: 5/6/2015 |
| A-08-020-08 | Capital Security Cost Sharing Records (exclusive of the data in the Project Information Database system) |
| Description: | Contains documentation on the Capital Security Cost Sharing Program with other Governmental Agencies. Includes paper and electronic records of agreements, position totals, communications, Intra-Governmental Payment and Collection System forms, fiscal data, bills, payment records, and correspondence. |
| Disposition: | TEMPORARY: Destroy 6 (six) years after end of the program. |
| DispAuthNo: | N1-059-08-02, item 8 Date Edited: 11/5/2008 |

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A-08-020-09 President's Management Agenda Federal Real Property Initiative

Description: Materials related in response to the President's Management Agenda. Contains data on all Department properties overseas and how the assets are managed. Includes asset management plan, asset accountability, and other related materials which are reported to OMB on a quarterly basis and the asset plan that is submitted on an annual basis.

Disposition: TEMPORARY: Destroy when 5 (five) years old, when no longer needed, or at termination of legal case, whichever is later.

DispAuthNo: N1-059-08-02, item 9 **Date Edited:** 11/5/2008

A-08-020-10 Travel Voucher Records

Description: Contains paper records of Travel Authorization, Travel Voucher and receipts of travel expenses.

Disposition: TEMPORARY: Destroy 7 (seven) years after final payment.

DispAuthNo: N1-059-08-02, item 10 **Date Edited:** 11/5/2008

A-08-020-11a Procurement Files - Electronic Records

Description: Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers.

Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining simplified acquisition threshold).

Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/6/2015

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| A-08-020-11b | Procurement Files - Electronic Records |
| Description: | <p>Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <p>b. Procurement or purchase organization copy, and related papers.</p> <p>Transactions dated on or after July 3, 1995 (the effective date of the Federal acquisition Regulations (FAR) rule defining simplified acquisition threshold).</p> <p>Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.</p> |
| Disposition: | TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][b]). |
| DispAuthNo: | GRS 1.1, item 010 Date Edited: 5/6/2015 |
| A-08-020-11d | Procurement Files- Electronic Records |
| Description: | <p>Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <p>d. Other copies of records.</p> <p>Used by component elements of a procurement office for administrative purposes.</p> |
| Disposition: | TEMPORARY: Destroy when business use ceases. (Supersedes GRS 3, item 3c). |
| DispAuthNo: | GRS 1.1, item 011 Date Edited: 5/6/2015 |
| A-08-020-12a | Solicited and Unsolicited Bids and Proposals Files (includes information in PROJNET) |
| Description: | <p>a. Successful bids and proposals.</p> <p>Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13</p> |
| Disposition: | TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 5a). |
| DispAuthNo: | GRS 1.1, item 010 Date Edited: 5/6/2015 |

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A-08-020-12b **Solicited and Unsolicited Unsuccessful Bids and Proposals Files**

Description: b. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 5b[1]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/6/2015

A-08-020-12c **Solicited and Unsolicited Unsuccessful Bids and Proposals Files**

Description: c. Relating to transactions above the small purchase limitations in 48 CFR Part 13.

When filed separately from contract case files.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 5b[2][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/6/2015

A-08-020-12d **Solicited and Unsolicited Unsuccessful Bids and Proposals Files**

Description: d. Relating to transactions above the small purchase limitations in 48 CFR Part 13.

When filed with contract case files.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 5b[2][b]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/7/2015

A-08-020-12e **Solicited and Unsolicited Bids and Proposals Files**

Description: e. Canceled Solicitations Files

Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 5c[1])>

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/7/2015

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A-08-020-12f Solicited and Unsolicited Bids and Proposals Files**Description:** f. Canceled Solicitations Files.

Unopened bids.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 5c[2]).**DispAuthNo:** GRS 1.1, item 010**Date Edited:** 5/7/2015

A-08-020-12g Solicited and Unsolicited Bids and Proposals Files**Description:** g. Acceptable Bidders Files.

Lists or card files of acceptable bidders.

Disposition: Temporary. Destroy 5 years after removal from approved status, but longer retention is authorized if required for business use. (Supersedes GRS 3, item 5d)**DispAuthNo:** GRS 1.1, Item 070**Date Edited:** 3/9/2017

A-08-020-13b Contract Appeals Case Files**Description:** Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

b. Records created after September 30, 1979.

Disposition: Temporary. Destroy 1 year after final resolution, but longer retention is authorized if required for business use. (Supersedes GRS 3, item 15b)**DispAuthNo:** GRS 1.1, Item 060**Date Edited:** 3/9/2017

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A-08-020-15a **Non-recordkeeping Copies of Electronic Records**

Description: Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:

- documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent
- senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any related attachments
- electronic spreadsheets
- digital still pictures or posters
- digital video or audio files
- digital maps or architectural drawings
- copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves

Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.

Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

Disposition: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. (Supersedes GRS 4.3, item 040)

DispAuthNo: DAA-GRS-2016-0016-0002 (G) **Date Edited:** 9/28/2017

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A-08-020-16 **Administrative Claims by or Against the United States**

Description: Records of monetary or property claims by the United States subject to the Federal Claims Collection Standards, completed or closed by:

- payment in full
- compromise agreement
- termination of collection action
- determination that money or property is not owed to the United States
- approval or denial of claim waiver for erroneous payment of pay, travel, or relocation expenses to a civilian Federal employee or a member or former member of the uniformed services or the National Guard
- lifting of court order

Also, records of monetary claims against the United States, completed or closed by:

- disallowance in full
- allowance in full or in part with final payment awarded
- settlement, compromise, or withdrawal
- lifting of court order

Legal Citations:

31 CFR 900-904

28 U.S.C. 2401

28 U.S.C. 2415(a)

31 U.S.C. 3716(c)

31 U.S.C. 3716(e)

Disposition: Temporary. Destroy 7 years after final action, but longer retention is authorized if required for business use. (Supersedes GRS 6, item 10a; GRS 6, item 10b(1); GRS 6, item 10b(2)(a); GRS 6, item 10b(2)(b); GRS 6, item 10b(3); GRS 6, item 10c; and GRS 6, item 11a)

DispAuthNo: DAA-GRS-2017-0005-0001 (G

Date Edited: 9/29/2017

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Real Property Management Office**A-08-021-01a 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. (Formerly NN-171-69, item 2 and N1-059-94-9, item 9b; A-08-005-01 and A-08-009-09b).

DispAuthNo: N1-059-08-16, item 1a

Date Edited: 4/14/2009

A-08-021-01b 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: N1-059-08-16, item 1b

Date Edited: 4/14/2009

U.S. Department of State Records Schedule

Chapter 08: Overseas Buildings Operations

A-08-021-02 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. (Formerly NN-164-5, item 2, N1-059-94-9, item 9b; A-08-005-02 and A-08-009-09b).

DispAuthNo: N1-059-08-16, item 2

Date Edited: 4/14/2009

A-08-021-03 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. (Formerly NC1-59-76-10, item 3; A-08-005-04).

DispAuthNo: N1-059-08-16, item 3

Date Edited: 4/14/2009

A-08-021-04 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. (Formerly II-NNA-3111, item 30; A-08-005-07).

DispAuthNo: N1-059-08-16, item 4

Date Edited: 4/14/2009

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A-08-022-17b Construction Security Program Files

Description: 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.

b. Files from overseas posts. (NOB projects only – phase 2 of retirement process for item B-08-004-07b, N1-084-93-10, item 1b).

Disposition: TEMPORARY: Transfer to records storage center upon receipt. Destroy 6 (six) years after contract close-out.

DispAuthNo: N1-059-08-01, item 17b

Date Edited: 7/22/2008

A-08-022-18 De-obligation Files

Description: Lists of monies not used in the various projects. Maintained electronically since 2002 by destination/project.

Disposition: TEMPORARY: Destroy 6 (six) years after funds obligated.

DispAuthNo: N1-059-08-01, item 18

Date Edited: 7/22/2008

A-08-022-19 Inventories of Presentational Materials

Description: Inventory reports, regardless of media, on china, glassware, and on other houseware materials.

Disposition: TEMPORARY: Maintain until superseded by revised plan or inventory.

DispAuthNo: N1-059-08-01, item 19

Date Edited: 7/22/2008

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Chapter 08: Overseas Buildings Operations

A-08-022-20 Administrative Records Maintained in any Agency Office

- Description:** Includes supply and equipment records such as DS-2092 and DS-5 in addition to training records (DS-755) that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. May also include:
- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
 - office-level administrative policies and procedures and files related to their development (see Note 1)
 - calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
 - informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
 - internal office activity and workload reports
 - studies and analyses of office administrative functions and activities
 - non-mission related management reviews and surveys
 - minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/21/2017)

A-08-022-21 Financial Management and Reporting Administrative Records

- Description:** Records related to managing financial activities (i.e. commercial and non-commercial travel and transportation) and reporting. Records include:
- correspondence
 - subject files
 - feeder reports
 - workload management and assignment records

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 9, item 4a)

DispAuthNo: DAA-GRS-2016-0013-0001 (G **Date Edited:** 10/4/2017)

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A-08-022-22 Tracking and Control Records

Description: Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, and other records authorized for destruction. Included are correspondence control forms, routing slips, job control records and other similar records used solely to control work flow.

Disposition: Temporary. Destroy when no longer needed. (Supersedes GRS 23, item 8)

DispAuthNo: GRS 4.1, Item 010

Date Edited: 3/9/2017

A-08-022-23a Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G

Date Edited: 9/1/2017

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| | |
|---------------------|---|
| A-08-022-28b | Classified Document Container Security Files |
| Description: | b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF-701, Activity Security Checklist, and SF-702, Security Container Check Sheet. |
| Disposition: | Temporary. Destroy 90 days after last entry on form, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 7b) |
| DispAuthNo: | GRS 4.2, Item 032 |
| | Date Edited: 3/9/2017 |
| A-08-022-29 | Contracts for Construction and Alteration |
| Description: | Copies of contracts for construction, alteration, repair, equipment and furnishing of Government owned buildings outside the United States, including related papers such as change orders, changes or amendments to contracts, and payments under contract. |
| Disposition: | TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]). |
| DispAuthNo: | GRS 1.1, item 010 |
| | Date Edited: 5/7/2015 |
| A-08-022-30 | Working Papers on Accounts |
| Description: | Consists of copies of obligation documents, purchase orders, instructions regarding stockpile accounts, work sheets for the property list, reports on unliquidated obligations, copies of journal vouchers, and other papers relating to accounts. |
| Disposition: | TEMPORARY: Destroy when 5 (five) years old. |
| DispAuthNo: | NC1-059-80-08, item 1 |
| | Date Edited: 11/14/2008 |
| A-08-022-31 | Allotment Ledger |
| Description: | Ledger of allotments made for various Foreign Service post buildings and of charges against each allotment. |
| Disposition: | TEMPORARY: Destroy when 5 (five) years old. |
| DispAuthNo: | II-NNA-3111, item 12 |
| | Date Edited: 11/14/2008 |
| A-08-022-32 | Advice of Allotment |
| Description: | Notices and related communications regarding allotments made to Foreign Service posts for buildings. |
| Disposition: | TEMPORARY: Destroy when 5 (five) years old. |
| DispAuthNo: | NC1-059-80-08, item 2 |
| | Date Edited: 11/14/2008 |

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A-08-022-33 Post Reports on Obligations

Description: Reports of Foreign Service posts on unliquidated obligations in connection with their buildings.

Disposition: TEMPORARY: Destroy when 5 (five) years old.

DispAuthNo: II-NNA-3111, item 14 **Date Edited:** 11/14/2008

A-08-022-34 Purchase Order File

Description: Purchase orders and related communications with posts and with firms, including card record showing status of purchase orders.

Disposition: TEMPORARY: Destroy 2 (two) years after final payment.

DispAuthNo: II-NNA-3111, item 16 **Date Edited:** 11/14/2008

A-08-022-35 Contract File

Description: Consists of copies of contracts and related communications with contractors, architects and construction supervisors.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/7/2015

A-08-022-36 Post Reports on Sale of Equipment

Description: Reports of posts and related correspondence regarding the sale of surplus or obsolete equipment.

Disposition: TEMPORARY: Destroy when 5 (five) years old.

DispAuthNo: II-NNA-3111, item 22 **Date Edited:** 11/14/2008

A-08-022-37 Copies of Drawings and Specifications

Description: Reference copies of drawings and specifications.

Disposition: TEMPORARY: Maintain until no longer needed.

DispAuthNo: Non-Record **Date Edited:** 11/14/2008

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Chapter 08: Overseas Buildings Operations

A-08-022-40 **Records Management**

Description: Routine correspondence, memoranda, reports, forms and other documents dealing with the disposition of records or review of the records management activities of the office. Included are copies of DS-693, Retirement of Records; NA Form 13001, Notice of Intent to Destroy Records, etc.

Disposition: Temporary. Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use. (Supersedes GRS 16, item 2b)

DispAuthNo: GRS 4.1, Item 020 **Date Edited:** 3/9/2017

A-08-022-41a **Mail Registration and Receipts**

Description: a. Records relating to incoming or outgoing registered mail pouches, registered, certified insured, and special delivery mail including receipts and return receipts. Included are Forms DS-454, Receipt for Registered Mail, and DS-712, Registered Mail Invoice.

Disposition: Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 5a)

DispAuthNo: GRS 5.5, Item 020 **Date Edited:** 3/13/2017

A-08-022-41b **Mail Registration and Receipts**

Description: b. Records relating to the registration of diplomatic mail. Includes OF-120, Diplomatic Pouch Mail Registration.

Disposition: TEMPORARY: Block annually. Destroy when 2 (two) years old.

DispAuthNo: II-NNA-3047, item 1 **Date Edited:** 11/14/2008

A-08-022-42 **Furnishings Post File**

Description: Communications with posts regarding furniture and furnishings for buildings at the posts.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 3, item 2)

DispAuthNo: GRS 1.1, Item 001 **Date Edited:** 3/13/2017

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A-08-022-43 Estimates for Furniture and Furnishings

Description: Draft estimates prepared for the purpose of issuing purchase orders for furniture and furnishings for posts. Included are samples of various fabrics.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/7/2015

A-08-022-44 Furniture Layout Floor Plans

Description: Floor plan used for the purpose of prospective occupants of Foreign Service buildings to show the layout of furniture in their future office or residence.

Disposition: TEMPORARY: Destroy when superseded by revised plan or when building is sold.

DispAuthNo: II-NNA-3111, item 37 **Date Edited:** 11/14/2008

A-08-022-45 Manufacturers and Vendors Correspondence File

Description:

Disposition: TEMPORARY: Destroy when 2 (two) years old.

DispAuthNo: II-NNA-3111, item 38 **Date Edited:** 11/14/2008

A-08-022-46 Inventories of Furnishings

Description: Inventory reports on household and office furnishings for post buildings.

Disposition: TEMPORARY: Destroy when 2 (two) years old.

DispAuthNo: II-NNA-3111, item 39 **Date Edited:** 11/14/2008

A-08-022-47 Purchase Orders

Description: Copies of purchase orders for furniture and furnishings for posts.

Disposition: TEMPORARY: Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/7/2015

A-08-022-48 Furniture Drawings

Description: Drawings of furniture for use by posts in making reproductions.

Disposition: TEMPORARY: Destroy when obsolete or superseded.

DispAuthNo: II-NNA-3111, item 41 **Date Edited:** 11/14/2008

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A-08-022-49**Classified Information Nondisclosure Agreements****Description:**

Copies of signed nondisclosure agreements for personnel with access to information that is classified under standards put forth by executive orders governing security classification.

Disposition:

Temporary. Destroy when 50 years old. (Supersedes GRS 18, item 25a)

DispAuthNo:

GRS 4.2, Item 121

Date Edited:

3/9/2017

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Chapter 08: Overseas Buildings Operations

Operations Office

A-08-023-01 OPS Streamlining Initiative

Description: Includes proposal of realignment of operations and maintenance, personnel funding and policy issues, regardless of media.

Disposition: Temporary. Destroy/delete when no longer needed or when superseded.

DispAuthNo: N1-059-09-02, item 1 **Date Edited:** 6/11/2009

A-08-023-02 OPS Front Office Tracking and Control Files

Description: Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, and other records authorized for destruction. Included is correspondence control forms, routing slips, job control records and other similar records used solely to control work flow.

Disposition: Temporary. Destroy/delete when 5 years old.

DispAuthNo: N1-059-09-02, item 2 **Date Edited:** 6/11/2009

A-08-023-03a Mishap Reporting System (MRS)

Description: a. Master Date File contains electronic reports on motor vehicle injury and property damage mishaps overseas indexed by name and post since July 2004.

Disposition: Temporary. Delete/destroy 5 years after incident or when no longer needed, whichever is later.

DispAuthNo: N1-059-09-02, item 3a **Date Edited:** 6/11/2009

A-08-023-03b Intermediary Records

Description: Mishap Reporting System (MRS) electronic reports, scanned images and photographs.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G) **Date Edited:** 9/26/2017

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A-08-023-06 Publications - Art-in-Embassies Programs

Description: Established in 1964, the Art in Embassies Program curates exhibitions of more than 3,500 original works of loaned art by U.S. citizens displayed in the public rooms of some 180 U.S. embassy residences and diplomatic missions worldwide. It includes a variety of media styles, ranging from eighteenth century colonial portraiture to contemporary multi-media installations.

The Art-in-Embassies Program booklet is a unique blend of art, diplomacy and culture. Each booklet documents the pieces that have been on exhibit in an Ambassador residence or an embassy, and contains relevant information about the artists and full-color images of the art on display. There are also booklets designed for a special exhibit, or for other special occasions (an example is a booklet produced for the 40th anniversary of the Art in Embassies Program). The OBO Library maintains a copy of each publication, arranged by post."

Disposition: Permanent. Retain publication copy for the life of the program. Transfer recordkeeping copy to NARA when 25 years old.

DispAuthNo: N1-059-09-02, item 6 **Date Edited:** 6/11/2009

A-08-023-07 Trip Reports

Description: Consists of fire and safety evaluation reports, corrections of deficiencies in fire protection systems, maintenance reports, correspondence on recommendations for correction and actions taken.

Disposition: Temporary. Destroy when 15 years old.

DispAuthNo: N1-059-09-02, item 7 **Date Edited:** 6/11/2009

A-08-023-08 Fire Inspection Reports

Description: Consists of evaluation and inspection reports, regardless of media, building deficiency code requirements, copies of analysis reports, memorandums, photographs, e-mails, trip reports and recommendations for corrections.

Disposition: Temporary. Destroy when 6 years old.

DispAuthNo: N1-059-09-02, item 8 **Date Edited:** 6/11/2009

A-08-023-09 Fire Investigation Reports

Description: Investigation reports of fires at posts. Consists of photographs of fire incidents, evidence of arson, correspondence, recommendations, laboratory test results and statements.

Disposition: Temporary. Destroy when no longer own or lease property.

DispAuthNo: N1-059-09-02, item 9 **Date Edited:** 6/11/2009

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A-08-023-10 Systems Technical Procurement (STP) Reports

Description: Consists of procurement records, materials, and engineering and investigation reports.

Disposition: Temporary. Destroy when 6 years old.

DispAuthNo: N1-059-09-02, item 10 **Date Edited:** 6/11/2009

A-08-023-11 System Technical Support (STS) Projects

Description: Consists of cables, general files and post information.

Disposition: Temporary. Destroy when 6 years old.

DispAuthNo: N1-059-09-02, item 11 **Date Edited:** 6/11/2009

A-08-023-12 Area Management Post Files

Description: Consists of AM post project files, regardless of media, maintained by posts and geographic regions. Includes documents on the conditions of the buildings, maintenance operations, budget files, staffing, evaluation and trip reports, e-mails, project files, leaseholds, special maintenance and major projects replacement building.

Disposition: Temporary. Destroy/delete two years after completion of the project.

DispAuthNo: N1-059-09-02, item 12 **Date Edited:** 6/11/2009

A-08-023-13 Facility Project Subsystem Tracking and Control Records

Description: Logs, registers, and other records, regardless of media, used to control or document the status of maintenance requirements for maintenance projects. Used solely to control work flow.

Disposition: Temporary. Destroy/delete when no longer needed.

DispAuthNo: N1-059-09-02, item 13 **Date Edited:** 6/11/2009

A-08-023-14 Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting

Description: Records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

Disposition: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. . (Supersedes GRS 9, item 3a)

DispAuthNo: DAA-GRS-2013-0003-0001 (G **Date Edited:** 10/4/2017

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A-08-023-15 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017)

A-08-023-18 Financial Management and Reporting Administrative Records

Description: Records related to managing financial activities (i.e. commercial and non-commercial travel and transportation) and reporting. Records include:

- correspondence
- subject files
- feeder reports
- workload management and assignment records

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 9, item 4a)

DispAuthNo: DAA-GRS-2016-0013-0001 (G **Date Edited:** 10/4/2017)

A-08-023-19 Travel Vouchers

Description: b. Accountability records documenting the issue or receipt of accountable documents.

Disposition: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 9, item 4b)

DispAuthNo: GRS 1.1, Item 010 **Date Edited:** 3/16/2017

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Chapter 08: Overseas Buildings Operations

A-08-023-20 Administrative Records Maintained in any Agency Office

- Description:** Includes administrative office and training (DS-755, SF-182) records that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:
- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
 - office-level administrative policies and procedures and files related to their development (see Note 1)
 - calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
 - informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
 - internal office activity and workload reports
 - studies and analyses of office administrative functions and activities
 - non-mission related management reviews and surveys
 - minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/21/2017

A-08-023-21 Publications Tracking and Control Records

Description: Logs, registers, and other records, regardless of media, used to control or document the status of publication activities used solely to control work flow.

Disposition: Temporary. Destroy when no longer needed. (Supersedes GRS 23, item 8)

DispAuthNo: GRS 4.1, Item 010 **Date Edited:** 3/9/2017

A-08-023-22 Mail and Delivery Service Control Files

Description: Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies and those used as indexes to correspondence files.

Disposition: Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 6a)

DispAuthNo: GRS 5.5, Item 020 **Date Edited:** 3/13/2017

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A-08-023-26 Budget Preparation Background Records

Description: Records held at all other offices. Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in preparing annual, agency-wide budget requests.

Disposition: Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use. (Supersedes GRS 5, item 2)

DispAuthNo: DAA-GRS-2015-0006-0006 (G **Date Edited:** 1/18/2018)

A-08-023-27 Post Files

Description: Arranged by Post. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

a. Documentation that reflects the decisions, policy, planning, negotiations, and history related to safety, industrial hygiene or environmental health. Correspondence, memorandums, memorandums of decision and conversation, reports, telegrams, and the Safety, Occupational Health and Environmental Management Resource Guides, that establishes Department of State policy and programs used to implement policy and document history.

Also, A08-008-03a.

Disposition: Temporary. Cut off at the end of the calendar year. Transfer to RSC when 5 years old for transfer to records service center. Destroy when 30 years old.

DispAuthNo: N1-059-92-30, item 3a **Date Edited:** 6/11/2009

A-08-023-28 Post Files

Description: Arranged by Post. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

b. Assessment Reports and reports of special studies.

Also, A08-008-03b.

Disposition: Temporary. Destroy when 10 years old

DispAuthNo: N1-059-92-30, item 3b **Date Edited:** 6/11/2009

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A-08-023-29 Post Files

Description: Arranged by Post. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

c. Exposure Assessment data and related information.

Also A-08-008-03c.

Disposition: Temporary. Retire to records service center when 10 years old for immediate transfer to WNRC and destroy when 30 years old.

DispAuthNo: N1-059-92-30, item 3c

Date Edited: 6/11/2009

A-08-023-30 Subject Files

Description: Arranged by subject. Department notices, letters, bulletins, etc. relating to safety, industrial hygiene or environmental health.

Also A-08-008-04.

Disposition: Temporary. Destroy when superseded, obsolete or no longer needed.

DispAuthNo: N1-059-92-30, item 4

Date Edited: 6/11/2009

A-08-023-31 Art-in-Embassies Post Files

Description: These files consist of correspondence concerning the obtaining of paintings and other art objects for display at embassies, and related shipping forms, memorandums, inventories of painting and check sheets indicating post desires for works of art. Includes documentation for insurance and shipment for works of art.

Also A-08-010-01.

Disposition: Temporary. Block files every 2 years and destroy when 6 years old.

DispAuthNo: NN-171-140, item 1

Date Edited: 6/11/2009

A-08-023-32 Art Loan Files

Description: These files consist of correspondence with individuals, galleries, museums, private clubs and organizations, corporations and foundations regarding the loan of works of art. Includes documentation for insurance and shipment of works of art.

Also A-08-010-02.

Disposition: Destroy 6 years after becoming inactive.

DispAuthNo: NN-170-140, item 2

Date Edited: 6/11/2009

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A-08-023-33 Budget Estimates and Justifications

Description: Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units.

Also A-03-002-01.

Disposition: Temporary: Destroy 3 years after close of fiscal year covered.

DispAuthNo: NC1-059-77-26, item 9

Date Edited: 6/11/2009

A-08-023-34 OPS Front Office Reference Files - Arranged by Post

Description: Copies of briefing papers, talking points, trip reports, action memorandums, cables and funding for the operation and maintenance of existing overseas facilities, regardless of media, relating to daily operations, business processes, information technology issues, OPS taskers, and other documents. Used solely for reference purposes. (Official copy retained in subordinate office(s)).

Disposition: Temporary. Destroy when 3 years old or when material is no longer needed.

DispAuthNo: Non-Record

Date Edited: 6/11/2009

A-08-023-35 Engineering Drawings

Description: Includes copies of drawings for New Embassy Compounds and as-built drawings used solely for reference purposes.

Disposition: Temporary: Destroy when no longer needed.

DispAuthNo: Non-Record

Date Edited: 6/11/2009

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Office of Facility Management Division (OBO/CFSM/FAC)

A-08-024-01 Construction, Commissioning and Maintenance Taskers

Description: Consisting of copies of OBO front office taskers responding to official-informal tasker requests for maintenance, repairs and expenditures at overseas posts.

Disposition: Temporary. Destroy after action is taken or when no longer needed.

DispAuthNo: N1-059-09-05, item 1 **Date Edited:** 6/11/2009

A-08-024-02 Trip Reports

Description: Consists of trip reports on Director's visits to overseas posts.

Disposition: Temporary. Destroy when superseded or when no longer needed.

DispAuthNo: N1-059-09-05, item 2 **Date Edited:** 6/11/2009

A-08-024-03 Financial Management Files

Description: Consists of budget excel spreadsheets, power point presentations on Programs Performance Reviews (PPR), congressional requests on management of funds, memoranda and OMB financial reports.

Disposition: Temporary. Cut off file at end of each fiscal year. Destroy 3 years after cut off date.

DispAuthNo: N1-059-09-05, item 3 **Date Edited:** 6/11/2009

A-08-024-04 Office of Inspector General Files

Description: Includes OIG's responses to post operations and maintenance investigations.

Disposition: Temporary. Destroy when 5 years old.

DispAuthNo: N1-059-09-05, item 4 **Date Edited:** 6/11/2009

A-08-024-05 Policy and Procedures Files

Description: Contains policy and procedures material. Includes revisions and updates; policies and procedures for developing Memorandums of Understanding (MOU) and Memorandas of Agreement (MOA); ALDAC drafts; and general talking points.

Disposition: Temporary. Cutoff policy/procedure files when superseded. Destroy 3 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-09-05, item 5 **Date Edited:** 6/11/2009

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A-08-024-06 Facility Manager Files

Description: Files contain records on the Facility Manager as well as copies of personnel correspondence, forms, biographic information; records relating to assignments, authorizations, pending actions, requests for personnel action; and records on individual employees.

Disposition: Temporary. Destroy 3 years after the person retires or leaves the program.

DispAuthNo: N1-059-09-05, item 6

Date Edited: 6/11/2009

A-08-024-07 Facility Manager Program Issue Papers

Description: Consists of action memoranda, issue and policy papers on hiring, changing position descriptions, streamlining, funding, realigning funds and positions, and other related assignments.

Disposition: Temporary. Destroy when 10 years old.

DispAuthNo: N1-059-09-05, item 7

Date Edited: 6/11/2009

A-08-024-08 Facility Manager Program Budget Working Files

Description: Copies of documents on housing costs, education, travel, living expenses to post, e-mails and, ICASS, financial and budget spreadsheets.

Disposition: Temporary. Cutoff when superseded. Destroy when no longer needed.

DispAuthNo: N1-059-09-05, item 8

Date Edited: 6/11/2009

A-08-024-09 IMAP Trip Reports

Description: The International Maintenance Assistance Program (IMAP) consists of trip reports arranged by posts. It includes maintenance and preventative reports on the condition of the (Heating, Ventilation, Air-Conditioning) HVAC system, building maintenance, Special Access Program, training, and reports by the general inspection team.

Disposition: Temporary. Destroy when 6 years old.

DispAuthNo: N1-059-09-05, item 9

Date Edited: 6/11/2009

A-08-024-10 Infra-Red - Demography Files

Description: Consists of records regarding infra-red detection equipment inspections for all post properties, and photographs of electrical hot spots.

Disposition: Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

DispAuthNo: N1-059-09-05, item 10

Date Edited: 6/11/2009

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A-08-024-11 Generator Inspection Team Reports

Description: Consists of reports on post generator maintenance and work orders to include invoices, technical files and contracts.

Disposition: Temporary. Cutoff when property no longer owned/leased. Destroy 3 years after cutoff.

DispAuthNo: N1-059-09-05, item 11 **Date Edited:** 6/11/2009

A-08-024-12 Facility Manager Training Records

Description: Contains facility manager training records in FAC maintained by employee name and includes career history, training certifications, assignment files, GSO and external training, training and funding approval.

Disposition: Temporary. Cutoff when employee separate. Destroy 5 years after cutoff.

DispAuthNo: N1-059-09-05, item 12 **Date Edited:** 6/11/2009

A-08-024-13 FEAP Workload Analysis and Staffing Recommendations

Description: Consists of staffing study reports and Labor Requirement Studies on staffing skill levels at facilities overseas for government owned long term leases, maintenance operations at residential properties and posts, ambassadors' residence; and (NEC) New Embassy Compounds, arranged by posts. Includes labor costs, spreadsheets and annual salaries.

Disposition: Temporary. Cutoff end of calendar year. Destroy when 10 years old.

DispAuthNo: N1-059-09-05, item 13 **Date Edited:** 6/11/2009

A-08-024-14 FEAP Staffing Studies by Special Requests

Description: Consists of records on the evaluation reports on the conditions of the posts buildings and grounds, maintenance and quality service performed and validation. Includes training/skills and work orders in the facilities maintenance program.

Disposition: Temporary. Destroy when 10 years old.

DispAuthNo: N1-059-09-05, item 14 **Date Edited:** 6/11/2009

A-08-024-15 Facility Evaluation and Assistance Program (FEAP)

Description: Consists of evaluation reports on the conditions of the overseas facilities, follow-ups on maintenance repairs and corrective actions. Includes inspections, observations, recommendations, documentations and work orders.

Disposition: Temporary. Destroy when 10 years old.

DispAuthNo: N1-059-09-05, item 15 **Date Edited:** 6/11/2009

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A-08-024-16 Elevator Safety Program

Description: Records concerning the maintenance and operations of elevators at Posts worldwide. Includes contract negotiations, scope of works, safety and inspection surveys, trouble and safety reports, budget estimates, e-mails, correspondence, telegrams, photographs, drawings, modifications, code requirements, acquiring replacement parts for suppliers and working files for contract service and maintenance operations for elevators located in an overseas Government-Owned or Long Term Lease Property. Also, includes correspondence for the evaluation and testing of elevators located at Short Term Leased properties.

Disposition: Temporary. Cutoff when superseded or replaced. Destroy 10 years after cutoff.

DispAuthNo: N1-059-09-05, item 16 **Date Edited:** 6/11/2009

A-08-024-17 Poly Chlorinated Biphenyls (PCB) Records

Description: Consists of remediation data, survey, cost estimates, laboratory data, surveys and records documenting employee occupational exposures, trip reports and contract records.

Disposition: Temporary. Destroy when 30 years or after the completion of the project, whichever is later.

DispAuthNo: N1-059-09-05, item 17 **Date Edited:** 6/11/2009

A-08-024-18 Asbestos Abatement Records

Description: Consists of statement of works and documents on property location, inspection findings, photographs, facility personnel interviews, and air monitoring qualities.

Disposition: Temporary. Destroy when 30 years old or after the completion of the project, whichever is later.

DispAuthNo: N1-059-09-05, item 18 **Date Edited:** 6/11/2009

A-08-024-19 Underground Fuel Storage Tank Records

Description: Consists of records regarding the replacements of fuel steel tanks, clean-up sites, soil assessments and inventory monitoring, drawings and diesel for backup generators.

Disposition: Temporary. Cutoff when superseded or replaced. Destroy 7 years after cutoff.

DispAuthNo: N1-059-09-05, item 19 **Date Edited:** 6/11/2009

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A-08-024-20 Water Quality Treatment Records

Description: Consists of records concerning water quality data, waste water/corrosion treatment, site survey visits/interviews and maintenance operations.

Disposition: Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.

DispAuthNo: N1-059-09-05, item 20 **Date Edited:** 6/11/2009

A-08-024-21 Facility Project Support Program

Description: Consists of correspondence files relating to the administration and operation of the facility's security. Includes documents, memoranda, telegrams, surveys, Independent Government Estimates (IGE) and other statement of works for contracting and office renovation projects.

Disposition: Temporary. Cutoff when U.S. government no longer owns or leases the building. Destroy 3 years after cutoff.

DispAuthNo: N1-059-09-05, item 21 **Date Edited:** 6/11/2009

A-08-024-22 Contract Document Files

Description: Memoranda, reports, contract files, payments, modifications, receipts; and other records documenting assignments, progress and completion of projects for New and Existing Embassy Compounds (NEC) at post.

Disposition: Temporary. Cutoff after the final payment of contract. Destroy 7 years after cutoff.

DispAuthNo: N1-059-09-05, item 22 **Date Edited:** 6/11/2009

A-08-024-23 Roof Program Files

Description: Includes correspondence, memorandums, e-mails, scopes of work, contracts, proof and exterior building proposals, funding, photographs and drawings by posts.

Disposition: Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

DispAuthNo: N1-059-09-05, item 23 **Date Edited:** 6/11/2009

A-08-024-24 Roof Program Job Books

Description: Consists of transmittals, comments review section, correspondence, memoranda, telegrams, trip and inspection reports, scopes of work, telephone conversations, e-mails, building information, application for payments, drawings and sketches, specifications, bids, product data and other documentation.

Disposition: Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

DispAuthNo: N1-059-09-05, item 24 **Date Edited:** 6/11/2009

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A-08-024-25 Utility Management Program Files

Description: Consists of correspondence, memorandum and general files by post projects on utility issues including generators, UPS, switchboards, transformers, circuit breakers. Includes e-mails, scope of work and drawings, specifications specific to equipment and utility bills.

Disposition: Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

DispAuthNo: N1-059-09-05, item 25 **Date Edited:** 6/11/2009

A-08-024-26 Global Conditions Survey Reports

Description: Consists of survey reports from 1990-2005 arranged by each post. Includes narrative text of each post visit, recommendations for building repairs on all government owned long term lease properties, budget and programming, and (FPS) Facility Program Services requirements.

Disposition: Temporary. Cutoff when superseded. Destroy when no longer needed.

DispAuthNo: N1-059-09-05, item 26 **Date Edited:** 6/11/2009

A-08-024-27 Small Projects Assistance Files

Description: Consists of files on tracking problem areas, managing approval of project funds and trends, scope of work for bids and (IGE) Independent Government Estimates. Includes drawing files, large format completed projects, generic files, specifications, analysis reports on maintenance problems, recommendations for new construction projects, photographs, AutoCAD drawings and floor plans.

Disposition: Temporary. Destroy when 6 years old or when no longer needed.

DispAuthNo: N1-059-09-05, item 27 **Date Edited:** 6/11/2009

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A-08-024-28 Asbestos Survey Records

Description: NOTE: Asbestos Survey inspections are expected to be a one time project. The project began in 1991 and is expected to continue for approximately 10 years or until all posts have been inspected. As each post completes its inspection, the reports are sent to the Department. These reports will be accessed to show the results of testing and/or monitoring asbestos for legal purposes only. Maintained both in paper and electronically.

Bound in spiral notebooks, arranged as received and may range in size from 1/4 to 2 inches thick per report. One report for each building inspected. Reports document the results of inspections and tests used to monitor and measure asbestos, conducted at Department of State owned or long-term leased facilities. (Formerly N1-059-92-30, item 1:A-08-008-01)

Disposition: Temporary. Cut off when building is sold or short term lease ends. Retire to RSC. Destroy 10 years after cut off for sold properties or 5 years after cut off for leased properties.

Administrative Note: When retiring records to RSC, the 693s should contain the most recent cutoff date of the sold property or the expired short term lease contained within the box(es).

(Supersedes N1-059-92-30, item 1: A-08-008-01)

DispAuthNo: N1-059-09-05, item 28

Date Edited: 8/26/2009

A-08-024-29 Post Asbestos Management Plan

Description: This report is abstracted from the Asbestos Survey Records. The Post Asbestos Management Plan describes location and condition of asbestos materials in each post surveyed and gives procedures for managing asbestos in place. (Formerly N1-059-92-30, item 2: A-08-008-02)

Disposition: Temporary. Destroy 10 years after building is sold.

DispAuthNo: N1-059-09-05, item 29

Date Edited: 6/11/2009

A-08-024-30a Roof Drawings and Specifications

Description: Master files of drawings of proposed, constructed, repairs and designs of completed roof projects. Includes specifications and associated reports.

(a) Recordkeeping copy (paper).

Disposition: Temporary. Cutoff at the end of project. Destroy 6 years after the property no longer owned/leased.

DispAuthNo: N1-059-09-05, item 30a

Date Edited: 6/11/2009

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A-08-024-30b **Roof Drawings and Specifications**

Description: Electronic files of drawings of proposed, constructed, repairs and designs of completed roof projects. Includes specifications and associated reports.

(b) Electronic version of records includes computer aided design (CAD) files with PDF and TIFF image files.

Disposition: Temporary. Cutoff at the end of project. Destroy 6 years after the the property is no longer owned/leased.

DispAuthNo: N1-059-09-05, item 30b **Date Edited:** 6/11/2009

A-08-024-31a **Drawings and Specifications**

Description: Master file of drawings of proposed, constructed or completed buildings. Includes specifications and associated reports.

(a) Recordkeeping copy (paper).

Disposition: Permanent. Transfer to records storage center when no longer needed. Offer to National Archives when 25 years old.(Formerly NC1-59-76-10, item 2 (A-08-002-02))

DispAuthNo: N1-059-08-01, item 2 **Date Edited:** 6/11/2009

A-08-024-31b **Drawings and Specifications**

Description: Electronic files of drawings of proposed, constructed or completed buildings. Includes specifications and associated reports.

(b) Electronic version of records includes computer aided design (CAD) files with PDF and TIFF image files.

Disposition: Temporary. Maintain as long as own/lease property.

DispAuthNo: N1-059-08-01, item 3 **Date Edited:** 6/11/2009

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A-08-024-32 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G) **Date Edited:** 9/1/2017

A-08-024-34 Contract Negotiation Drawings

Description: Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, and or air conditioning projects; or drawings superseded by final working/as built drawings.

Disposition: Temporary. Destroy when superseded, or when project terminates, as appropriate. (Supersedes GRS 17, item 5)

DispAuthNo: GRS 5.4, Item 050 **Date Edited:** 3/13/2017

A-08-024-35 Access Control Records

Description: Includes:

- safe and padlock combinations
- names or other personal identifiers of individuals who know combinations
- comparable data used to control access into classified document containers

Disposition: Temporary. Destroy when superseded or obsolete, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 7a)

DispAuthNo: DAA-GRS-2013-0007-0020 (G) **Date Edited:** 9/11/2017

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|---------------------|---|
| A-08-024-36 | Records Relating to Classified or Controlled Unclassified Document Containers |
| Description: | Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security, such as SF-701 and SF-702. Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation. |
| Disposition: | Temporary. Destroy 90 days after last entry on form, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 17b) |
| DispAuthNo: | DAA-GRS-2016-0002-0003 (G Date Edited: 9/11/2017 |
| A-08-024-37 | Access Request Files |
| Description: | Requests and authorizations for individuals to have access to classified data. |
| Disposition: | Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use. (Supersedes GRS 18, item 6) |
| DispAuthNo: | GRS 4.2, Item 030 Date Edited: 3/9/2017 |
| A-08-024-38 | Unclaimed Personal Property Records |
| Description: | Records for property valued over \$500. Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government. Includes: <ul style="list-style-type: none">• lost-and-found logs and release forms• loss statements• receipts• reports Legal Citation: 41 CFR 10241.130 |
| Disposition: | Temporary. Destroy when 3 years old or 3 years after the date title to the property vests in the Government, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 15a) |
| DispAuthNo: | DAA-GRS-2017-0006-0007 (G Date Edited: 9/11/2017 |

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A-08-024-39 Unclaimed Personal Property Records

Description: Records for property valued at \$500 or less.

Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government. Includes:

- lost-and-found logs and release forms
- loss statements
- receipts
- reports

Legal citation: 41 CFR 102-41.130

Disposition: Temporary. Destroy 30 days after the property is found, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 15b)

DispAuthNo: DAA-GRS-2017-0006-0008 (G **Date Edited:** 9/11/2017)

A-08-024-41 Financial Management and Reporting Administrative Records

Description: Records related to managing financial activities (i.e. commercial and non-commercial travel and transportation) and reporting. Records include:

- correspondence
- subject files
- feeder reports
- workload management and assignment records

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 9, item 4a)

DispAuthNo: DAA-GRS-2016-0013-0001 (G **Date Edited:** 10/4/2017)

A-08-024-42 Travel Vouchers

Description: b. Accountability records documenting the issue or receipt of accountable documents.

Disposition: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.. (Supersedes GRS 9, item 4b)

DispAuthNo: GRS 1.1, Item 010 **Date Edited:** 3/16/2017

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A-08-024-45 CFSM/FAC Working Personnel Files

Description: Consists of draft copies, regardless of media, of Position Descriptions, Vacancy Announcements, direct-hires, Statements of Work (SOWs), Requests for Contract Action, FTE Reports, GS/PSC position authorizations, PSC's, Monthly Awards, Monthly Performance Review and special files.

Disposition: Temporary. Destroy/delete when no longer needed.

DispAuthNo: Non-Record

Date Edited: 6/11/2009
