
U.S. Department of State Records Schedule***Chapter 08: Overseas Buildings Operations***

Central Files**A-08-002-01** **Reserved****Description:****Disposition:****DispAuthNo:** Reserved**Date Edited:** 7/24/2012

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Fiscal and Accounting

A-08-003-01 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:** 5/4/2015

A-08-003-02 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: Destroy when 5 years old.

DispAuthNo: NC1-059-80-08, item 1 **Date Edited:** 4/1/1999

A-08-003-03 Allotment Ledger

Description: Ledger of allotments made for various Foreign Service post buildings and of charges against each allotment.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 12 **Date Edited:** 4/1/1999

A-08-003-04 Advice of Allotment

Description: Notices and related communications regarding allotments made to Foreign Service posts for buildings.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-059-80-08, item 2 **Date Edited:** 4/1/1999

A-08-003-05 Post Reports on Obligations

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

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 14 **Date Edited:** 4/1/1999

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Contracts and Purchasing

A-08-004-01 **Purchase Order File**
Description: Purchase orders and related communications with posts and with firms, including card record showing status of purchase orders.

Disposition: Destroy 2 years after final payment.

DispAuthNo: II-NNA-3111, item 16 **Date Edited:** 4/1/1999

A-08-004-02 **Contract File**
Description: Consists of copies of contracts and related communications with contractors, architects and construction supervisors.

a. Transactions of MORE than \$25,000 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:** 5/4/2015

A-08-004-02a **Contract File**
Description: Consists of copies of contracts and related communications with contractors, architects and construction supervisors.

b. Transactions of LESS than or equal to \$25,000 and 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:** 5/4/2015

A-08-004-03 **Rejected Bid File**
Description: Consists of communications with bidders for FBO contracts who for one reason or another were rejected; rejected bids; catalogs and advertising literature.

Disposition: Destroy 6 years after date of award, as amended by GAO letter of April 27, 1971.

DispAuthNo: NN-171-069, item 1 **Date Edited:** 4/1/1999

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A-08-004-04 Mailing List of Bidders**Description:****Disposition:** Destroy when superseded.**DispAuthNo:** II-NNA-3111, item 20 **Date Edited:** 4/1/1999

A-08-004-05 Card Record of Post Automotive Equipment**Description:****Disposition:** Destroy when superseded.**DispAuthNo:** II-NNA-3111, item 21 **Date Edited:** 4/1/1999

A-08-004-06 Post Reports on Sale of Equipment**Description:** Reports of posts and related correspondence regarding the sale of surplus or obsolete equipment.**Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3111, item 22 **Date Edited:** 4/1/1999

A-08-004-07 Vendor Catalogs**Description:** Catalogs of firms who supply or are considered as potential suppliers to FBO.**Disposition:** Destroy when superseded.**DispAuthNo:** II-NNA-3111, item 23 **Date Edited:** 4/1/1999

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Leasing**A-08-005-03 Leased Property Floor Plans and Photographs.****Description:****Disposition:** Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.**DispAuthNo:** NN-171-069, item 3**Date Edited:** 4/1/1999

A-08-005-05 Claims File**Description:** Communications regarding claims for certain adjustments under terms of leases for property at Foreign Service posts.**Disposition:** Destroy 3 years after settlement of claim.**DispAuthNo:** II-NNA-3111, item 28**Date Edited:** 4/1/1999

A-08-005-06 License File**Description:** Communications regarding overseas properties licensed by the U.S. Government for the use of other than its own personnel.**Disposition:** Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.**DispAuthNo:** NN-171-069, item 4**Date Edited:** 4/1/1999

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A-08-006-06	Purchase Orders
Description:	Copies of purchase orders for furniture and furnishings for posts, including related card index.
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:	5/4/2015
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A-08-006-07	Furniture Drawings
Description:	Drawings of furniture for use by posts in making reproductions.
Disposition:	Destroy when obsolete or superseded.
DispAuthNo:	II-NNA-3111, item 41
Date Edited:	4/1/1999
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Property Title and Survey	
A-08-007-03	Maps, Surveys and Topographic Studies
Description:	Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts
Disposition:	Permanent. Offer to National Archives when 30 years old. (ref. II NNA-3111, item 33)
DispAuthNo:	NC1-059-76-10, item 4
Date Edited:	4/1/1999
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A-08-007-04	Gift Funds - Arranged by fiscal year and country
Description:	Copies of telegrams, letters, memoranda, general correspondence and other related material which pertain to monetary and real estate contributions to the U.S. Government. FMP is the principal support bureau, keeps all official records, maintains an automated data base relating to such projects and authorizes acceptance of all donations.
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-059-92-06, item 1
Date Edited:	4/1/1999

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Office of Safety/Health and Environmental Management

A-08-008-03a **Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.**

Description: 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.

Disposition: Cut off at the end of the calendar year. Transfer to RSC when 5 years old for transfer To WNRC. Destroy when 30 years old.

DispAuthNo: N1-059-92-30, item 3a **Date Edited:** 4/1/1999

A-08-008-03b **Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.**

Description: b. Assessment Reports and reports of special studies.

Disposition: Destroy when 10 years old

DispAuthNo: N1-059-92-30, item 3b **Date Edited:** 4/1/1999

A-08-008-03c **Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.**

Description: c. Exposure Assessment data and related information.

Disposition: Retire to RSC when 10 years old for immediate transfer to WNRC and destroy when 30 years old.

DispAuthNo: N1-059-92-30, item 3c **Date Edited:** 4/1/1999

A-08-008-04 **Subject Files - Arranged by subject**

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

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

DispAuthNo: N1-059-92-30, item 4 **Date Edited:** 4/1/1999

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Real Estate Management

A-08-009-01 Real Estate Central Files - Arranged by post name

Description: Telegrams, environmental surveys, copies of lease agreements, letters, photographs, appraisals, reports, correspondence concerning proposed buildings, property agreements, negotiations, background materials and other documents pertaining to property leased or purchased by the U.S. Government.

Disposition: Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (ref. NC1-59-76-10, item 1)

DispAuthNo: N1-059-94-09, item 1 **Date Edited:** 7/19/2007

A-08-009-02 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-08-009-04 REMS Property Inventory Books - Arranged by regional bureau, country, post, and ownership type

Description: Real Estate Management reports, computer printouts, charts and other selected REMS data on U.S. Government-owned and leased property.

Disposition: Retire to RSC when 20 years old for transfer to WNRC. Destroy when 50 years old.

DispAuthNo: N1-059-94-09, item 4 **Date Edited:** 4/1/1999

A-08-009-05 REMS Development History Files - Arranged by subject and year

Description: Memoranda, correspondence, background documentation on the creation of the REMS System from 1982 to the present.

Disposition: Destroy 5 years after REMS is discontinued.

DispAuthNo: N1-059-94-09, item 5 **Date Edited:** 4/1/1999

A-08-009-06 REMS Testing Files - Arranged in notebooks by project

Description: Status Reports on REMS, requests for changes to current version of REMS, computer printouts, test results, and other related materials used to update REMS program in the Department.

Disposition: Destroy 3 years after REMS is discontinued.

DispAuthNo: N1-059-94-09, item 6 **Date Edited:** 4/1/1999

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A-08-009-07	REMS Installation Files - Arranged by post name
Description:	Memoranda, plans, progress reports, correspondence, telegrams, trip reports, arrangement for visits and other materials related to implementation of the REMS program at post.
Disposition:	Destroy 3 years after REMS is discontinued.
DispAuthNo:	N1-059-94-09, item 7
	Date Edited: 4/1/1999
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A-08-009-11	Real Estate Property Appraisals - Arranged by post name
Description:	Letters, memoranda, background materials, handwritten notes, appraisal reports, photographs, maps, cost estimates, and other documentation which pertain to U.S. Government leased property.
Disposition:	Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.
DispAuthNo:	N1-059-94-09, item 11
	Date Edited: 4/1/1999
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A-08-009-12	Long-Term Leases (Over 10 years)
Description:	Maintained in the Department. Original signed long-term leases for properties at posts, decision memoranda, acquisitions, contracts, blueprints, plans, photographs, surveys, letters, with copies of related repair contracts and other materials related to long term leases.
Disposition:	Destroy 25 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.
DispAuthNo:	N1-059-94-09, item 12
	Date Edited: 4/1/1999
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A-08-009-13	Short-Term Leases
Description:	Maintained at post. Contracts, leases, property description, notes, letters, memorandums, purchase orders, purchase receipts, estimates, work orders, telegrams and other related documents.
Disposition:	Destroy 3 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.
DispAuthNo:	N1-059-94-09, item 13
	Date Edited: 4/1/1999
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A-08-009-14a **Site Records**

Description: Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government in foreign countries

a. Acquired Properties.

Disposition: TEMPORARY. Destroy records on acquired properties 50 years after property is sold or retired and any litigation is concluded. (Formerly II-NNA-3111, item 32 A-08-007-02; N1-059-94-9, item 14a).

DispAuthNo: N1-059-94-09, item 14a (refer **Date Edited:** 8/20/2013

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Art In Embassies Program

A-08-010-01 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.

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

DispAuthNo: NN-171-140, item 1 **Date Edited:** 4/1/1999

A-08-010-02 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.

Disposition: Destroy 6 years after becoming inactive.

DispAuthNo: NN-171-140, item 2 **Date Edited:** 10/2/2007

A-08-010-03 National and Executive Committee of the Art in Embassies Program Records

Description: These records consist of general correspondence concerning committee activities and individual name files containing correspondence with individual members, data sheet and related documentation.

Disposition: Retain in A/ART.

DispAuthNo: NN-171-140, item 3 **Date Edited:** 4/1/1999

A-08-010-04 Color Slides

Description: Color transparencies of works of art used in the program.

Disposition: Retain in A/ART.

DispAuthNo: NN-171-140, item 4 **Date Edited:** 4/1/1999

A-08-010-05 Registration, Location, Condition Receipt Record

Description: Control Cards maintained by Artist, Country where located, Title and by assigned number.

Disposition: Retain in A/ART.

DispAuthNo: NN-170-140, item 6 **Date Edited:** 10/2/2007

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A-08-010-06 Contact Cards**Description:** Cards containing name, address and phone number of likely prospects for an art loan.**Disposition:** Destroy after purpose has been served.**DispAuthNo:** Non-Record**Date Edited:** 4/1/1999

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OBO Front Office

A-08-011-01 Director Correspondence Files

Description: Includes guidance and policy documentation; decision papers.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Director tenure or sooner if necessary. Transfer to Records Service Center at cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-09, item 1

Date Edited: 3/6/2008

A-08-011-02 Travel Briefing Book for Opening Ceremonies

Description: Briefing materials on openings of new overseas posts. Includes Director schedule; Trip reports; Country clearance cables; Visit schedules; Names of meeting participants; Fact Sheets on visiting post; and Talking points.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Director tenure or sooner if necessary. Transfer to Records Service Center at cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-09, item 2

Date Edited: 3/6/2008

A-08-011-03 Director Congratulatory and Condolence File

Description: Contains copies of the Director thank you letters to posts after ceremonial/groundbreaking visits; commendations to posts; congratulatory messages on promotions; and condolence letters to post employees.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-09, item 3

Date Edited: 3/6/2008

A-08-011-04 Director Calendar and Daily Schedule

Description: Calendar and daily schedule for the Director, Bureau of Overseas Building Operations.

Disposition: TEMPORARY: Cutoff at the end of Calendar Year. Destroy three (3) years after cutoff.

DispAuthNo: N1-059-07-09, item 4

Date Edited: 3/6/2008

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A-08-011-05 Contracting Officer Representative (COR) Files

Description: Reference materials on contractor personnel information, performance ratings, and resumes; guidance memos to post from the General; and copies of contracts and amendments. Used solely for reference purposes. (Official copy retained in subordinate office).

Disposition: TEMPORARY: Destroy when contractor is separated from the organization or no longer needed for reference.

DispAuthNo: Non-Record **Date Edited:** 3/6/2008

A-08-011-06 Director Correspondence/Working Files

Description: Reference copies of notes, memorandums, and letters to/from the Director; and other reference materials such as copies of taskers, official-informal correspondence; copies of action memorandums, briefing memorandums, and guidance memorandums. (Used solely for reference purposes. Official copy retained in subordinate office(s)).

Disposition: TEMPORARY: Destroy when no longer needed for reference.

DispAuthNo: Non-Record **Date Edited:** 3/6/2008

A-08-011-07 Financial Management and Reporting Administrative Records

Description: Routine administrative records including outgoing correspondence, forms, vouchers, and related records pertaining to commercial and non-commercial agency travel and transportation.

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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Chief of Staff

A-08-012-01 Front Office Chron

Description: Includes, notes to the Secretary of State; decision memorandums, action memorandums, and information memorandums from the OBO Front Office to the Undersecretary for Management.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Calendar Year. Transfer to Records Service Center two (2) years after cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-14, item 1 **Date Edited:** 3/6/2008

A-08-012-02 Broadcast Emails

Description: Contains electronic copies of OBO broadcast email messages on various administrative issues including guidelines and travel advisories for official travel to and from posts and IT messages for information management.

Disposition: TEMPORARY: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-059-07-14, item 2 **Date Edited:** 3/6/2008

A-08-012-03 Chief of Staff Calendar and Daily Schedule

Description: Calendar and daily schedule for the Chief of Staff, Bureau of Overseas Buildings Operations.

Disposition: TEMPORARY: Cutoff at the end of Calendar Year. Destroy three (3) years after cutoff.

DispAuthNo: N1-059-07-14, item 3 **Date Edited:** 3/6/2008

A-08-012-04 Tracking and Control Records

Description: Electronic logs used to control or document the status of correspondence, reports, and other records. Consists of pending taskers by month and completed tasker items.

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

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

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A-08-012-05	Financial Management and Reporting Administrative Records
Description:	Records related to managing financial activities and reporting. Records include: <ul style="list-style-type: none">• 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-08-012-05a	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
A-08-012-07	Working Files
Description:	Copies of ceremonial trip reports, reference copies of inter-office decision memorandum regarding planning, and purchases. Solely used for reference.
Disposition:	TEMPORARY: Destroy when no longer needed or superseded.
DispAuthNo:	Non-record Date Edited: 3/6/2008

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Internal Review and Operations Research

A-08-013-01 Background Information Files

Description: Report background information used in preparation of the internal review reports or to monitor operations. Includes copies of weekly reports, contract and procurement information, Special Projects, Congressional Budget Requests, weekly/monthly meetings, Management Control Steering Committee files, etc.

Arranged chronologically by OBO organizations.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-07, item 1 **Date Edited:** 1/17/2008

A-08-013-02 Internal Control Review, Response, and Mitigation Management Records

Description: Copies of reports and audits identifying internal administrative program weaknesses, mitigation action plans, corrective actions, tracking records, correspondence, and other records held by the office responsible for coordinating internal control functions.

Exclusion: Records held by offices contributing to internal control review, response, and mitigation—but not responsible for overseeing it (GRS 5.1, item 010 covers these).

Disposition: Temporary. Destroy 5 years after no further corrective action is needed, but longer retention is authorized if required for business use. (Supersedes GRS 16, item 14f1)

DispAuthNo: DAA-GRS-2017-0008-0002 (G **Date Edited:** 1/18/2018

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External Affairs

A-08-014-01a	Industry Advisory Panel Files
Description:	Files documenting the Panel's establishment, membership, policy, organization, deliberations, findings, and recommendations such as minutes of meetings, meeting programs, and agendas.
Disposition:	Permanent. Transfer when records are 3 years old or upon termination of committee, whichever is sooner. (Supersedes GRS 26, item 2a)
DispAuthNo:	DAA-GRS-2015-0001-0001 (G) Date Edited: 11/7/2019
A-08-014-01b	Industry Advisory Panel Files
Description:	Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value.
Disposition:	Temporary. Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner. (Supersedes GRS 26, item 2b)
DispAuthNo:	GRS 6.2, Item 050 Date Edited: 3/9/2017
A-08-014-02	Annual Publications - The Stewardship Report
Description:	The Stewardship Report booklet established in 2002 provides information to the Secretary, OMB, Congress and all stakeholders on the results-based operations management in planning and development, real estate and property management, project execution capital projects and major rehabilitation, post support, safety, facility maintenance and repair, arts in embassies, outreach activities and internal improvement.
Disposition:	PERMANENT. Cut off at end of calendar year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years after cut off of most recent issuance in the block. NOTE: Record copy limited to paper.
DispAuthNo:	N1-059-08-05, Item 2 Date Edited: 11/7/2008

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A-08-014-03 Annual Publications - The OBO Bugle

Description: The OBO Bugle booklet is newsletter geared for project directors in the field and for the public, reporting on the Director's post visits and profiles, outreach activities, training, recognition and awards, the Arts in Embassies Program, and post notes.

Disposition: PERMANENT. Cut off at end of calendar year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years after cut off of most recent issuance in the block.

NOTE: Record copy limited to paper.

DispAuthNo: N1-059-08-05, Item 3

Date Edited: 11/7/2008

A-08-014-04 OBO Director Speeches

Description: Contains talking points and speeches, regardless of media, used to convey status of construction projects to Construction Industry groups on the opening of new buildings overseas. File includes PowerPoint presentations, photographs, and other materials.

Disposition: Temporary. Cut off after construction project completed. Destroy 3 years after cut off.

DispAuthNo: N1-059-08-05, Item 4

Date Edited: 11/7/2008

A-08-014-05 History and News Reference File

Description: Contains news clippings and some copies of photographs and other miscellaneous materials on both older and current properties, used solely for reference.

Disposition: Temporary. Destroy when no longer needed

DispAuthNo: Non-Record

Date Edited: 11/7/2008

A-08-014-06a Photograph Collection - Culturally Significant Properties (Hardcopy Photographs)

Description: Booklet and photographs of the Secretary of State register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener houses, and guest houses.

a) Prints, Slides, Negatives, and Related Paper Materials

Disposition: PERMANENT. Transfer all photographs on hand (ca. 1950s to ca. 2005) to NARA upon approval of the schedule.

DispAuthNo: N1-059-08-05, Item 6a

Date Edited: 11/7/2008

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A-08-014-06b	Photograph Collection - Culturally Significant Properties (Digital Scans)
Description:	Booklet and photographs of the Secretary of State register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener houses, and guest houses. b) Digital scans, on CDs and/or other digital storage devices, of original items in Item 6a
Disposition:	PERMANENT. Transfer the digital scans with the original media in 6a, along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-05, Item 6b Date Edited: 11/7/2008
A-08-014-06c	Photograph Collection - Culturally Significant Properties (Born-digital photographs)
Description:	Booklet and photographs of the Secretary of State register of culturally significant properties under long term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener houses, and guest houses. c) Born digital photographs, on CDs and/or other digital storage devices
Disposition:	PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-05, Item 6c Date Edited: 11/7/2008
A-08-014-07a	Photograph Collection -Representational Properties (Hardcopy Photographs)
Description:	Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos. a) Prints, slides, negatives, related paper materials
Disposition:	PERMANENT. Transfer all photographs on hand (ca. 1950s to ca. 2005) to NARA upon approval of the schedule.
DispAuthNo:	N1-059-08-05, Item 7a Date Edited: 11/7/2008

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A-08-014-07b	Photograph Collection -Representational Properties (Digital Scans)
Description:	Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos. b) Digital scans, on CDs and/or other digital storage devices, of original items in 7a
Disposition:	PERMANENT. Transfer the digital scans with the original media in 7a, along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-05, Item 7b Date Edited: 11/7/2008
A-08-014-07c	Photograph Collection -Representational Properties (Born-digital Photographs)
Description:	Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos. c) Born digital photographs, on CDs and/or other digital storage devices
Disposition:	PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre 2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-05, Item 7c Date Edited: 11/7/2008
A-08-014-08	Photograph Collection (other properties)
Description:	Black and white and color photographs of apartments, residences, and other non-historic or non-culturally significant properties, regardless of media. Includes prints, slides, negatives, digitally scanned images, and born-digital images.
Disposition:	Temporary. Destroy/delete when U.S. no longer has ownership of the building, no longer leases the building, or when no longer needed.
DispAuthNo:	N1-059-08-05, Item 8 Date Edited: 11/7/2008

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A-08-014-09a	Photographs – Construction (Hardcopy Photographs)
Description:	Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations. a) Prints, slides, negatives
Disposition:	PERMANENT. Transfer all photographs on hand to NARA upon approval of the schedule.
DispAuthNo:	N1-059-08-05, Item 9a Date Edited: 11/7/2008
A-08-014-09b	Photographs – Construction (Digital Scans)
Description:	Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations. b) Digital scans, on CDs and/or other digital storage devices, of original items in 9a
Disposition:	PERMANENT. Transfer the digital scans with the original media in 9a, along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-05, Item 9b Date Edited: 11/7/2008
A-08-014-09c	Photographs – Construction (Born-digital Photographs)
Description:	Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations. c) Born digital photographs, on CDs and/or other digital storage devices
Disposition:	PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-05, Item 9c Date Edited: 11/7/2008

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A-08-014-10 Photographs - Construction

Description: Uncaptioned and/or unedited photographic files of buildings under construction, photographs documenting routine aspects of construction progress, and construction photographs of non-significant properties, regardless of media. Images are maintained in the Construction and Commissioning Division (CC), among other locations.

Disposition: Temporary. Destroy/delete 7 years after construction is completed.

DispAuthNo: N1-059-08-05, Item 10 **Date Edited:** 11/7/2008

A-08-014-11a Digital Media Photo Library (DMPL)

Description: DMPL is a system designed to manage digital images of photographs and reports. These images are to be stored and retrieved according to descriptive criteria such as Post Name, Property Use, and Project Number. DMPL is designed to store scanned versions of film and paper-based photographs, as well as born-digital photographs; images are to be scanned or uploaded as they arrive with related index information. Focal point is imagery relating to Culturally Significant and Representational Properties.

a) Master files -verified scanned images and born digital entries. A quality control check of each image is to be made during the input process to ensure the readability of the images in the system.

Disposition: PERMANENT. Cut off annually. Transfer to NARA in 3 yr. blocks at the end of the last year of the block (e.g., 2009-2011 block transferred at the end of 2011). NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.

DispAuthNo: N1-059-08-05, Item 11a **Date Edited:** 11/7/2008

A-08-014-11b Digital Media Photo Library (DMPL)

Description: b) Index database files, containing verified elements of information pointing to images stored in the system. Data elements include system identification number; date; subject; post; property; country; and other related elements.

Disposition: PERMANENT. Transfer to NARA relevant portions of DMPL index database files corresponding to records in Item 11 (a). NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.

DispAuthNo: N1-059-08-05, Item 11b **Date Edited:** 11/7/2008

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A-08-014-11c **Digital Media Photo Library (DMPL)**

Description: c) Outputs reports.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: N1-059-08-05, Item 11c **Date Edited:** 11/7/2008

A-08-014-11d **Digital Media Photo Library (DMPL)**

Description: d) Documentation system specifications, file specifications, codebooks, record layouts, user guide, and other documentation related to the image and index files as well as operation and maintenance of the DMPL system.

Disposition: PERMANENT. Maintain for life of DMPL System. Transfer to NARA along with related image and index files.

DispAuthNo: N1-059-08-05, Item 11d **Date Edited:** 11/7/2008

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Iraq Project Coordination Office**A-08-015-01 Site Photos - Ground Level**

Description: Pictorial history of the construction of the embassy compound as it progressed including structural, electrical, site visit, etc. Pictures of the embassy compound and surrounding areas. Updated until completion of project.

a. Paper or hard print copies of photos.

Disposition: TEMPORARY: Destroy six (6) years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-05, item 1 **Date Edited:** 4/21/2008

A-08-015-02 Weekly Meeting Files

Description: File contains progress reports and meeting minutes concerning the status of the project.

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

DispAuthNo: N1-059-07-05, item 3 **Date Edited:** 4/21/2008

A-08-015-03 Summary Report Files

Description: Reports produced by each contractor on site for each building. Includes requests from contractors regarding the structure and request for structure inspection. Maintained in binders.

Disposition: TEMPORARY: Destroy six (6) years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-05, item 4 **Date Edited:** 4/21/2008

A-08-015-04 Contract Files

Description: Files consist of copies of contracts and related communications with contractors, architects and construction supervisors. Files arranged in numerical order by contract number.

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:** 5/4/2015

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A-08-015-05 Submittal Files

Description: Files contain reports related to each of the major contracts. Include technical specification reports for mechanical, electrical, concrete and furniture for new building compound.

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:** 5/4/2015

A-08-015-06 Drawings and Specifications

Description: Files contain master file drawings and specifications of architectural, electrical, mechanical and structural specifications for proposed, constructed or completed buildings. Includes specifications and associated reports.

Disposition: PERMANENT: Transfer to records center when no longer needed. Offer to National Archives when twenty-five (25) years old.

DispAuthNo: NC1-059-76-10, item 2 **Date Edited:** 4/21/2008

A-08-015-07 Request for Information (RFI) Submittals

Description: Files consist of questions and/or problems encountered by the project contractors that require a resolution from IPCO. Maintained by contract number.

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:** 5/4/2015

A-08-015-08 Maps, Surveys and Topographic Studies

Description: Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts.

Disposition: PERMANENT: Offer to National Archives when twenty-five (25) years old.

DispAuthNo: NC1-059-76-10, Item 4 **Date Edited:** 4/21/2008

A-08-015-09 Model of Embassy Compound Iraq

Description: Constructed 3D scale model of the Embassy buildings, residential compound and landscaping.

Disposition: TEMPORARY: Maintain until no longer needed.

DispAuthNo: Non-Record **Date Edited:** 4/21/2008

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A-08-015-10 Technical Specification Manuals

Description: Reference copies of manuals, publications, technical information other documentation on building specifications for electrical, mechanical, plumbing, concrete and other technical specification related to construction of government owned building. Used solely for reference purposes only.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: Non-Record

Date Edited: 4/21/2008

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Information Resource Management Division (OBO/RM/EX/IRM)

A-08-016-01a

Intermediary Records

Description: Buildings Management Integrated System (BMIS) provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.

System input includes both hard copy and electronic copies of project information from the various OBO program areas and overseas posts include but not limited to digital photos, building specifications, construction cost, leasing information, financial spreadsheet, data entry and other project documentation as well as extracted electronically for RPA (Real Property Application) Information Resource Management System (IRMS), U.S. Costs Program, Web Work Order for Windows (WebWOW), Project Information Database (PID) regarding government owned and/or leased property.

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

A-08-016-01b

Building Management Integrated System (BMIS)

Description: BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.

b. Master Data Files: Contains data regarding costs, leases, and other contracts associated with real estate and facilities; project management tracking; planning and budget data; maintenance, operations and planning management data; and other related data.

Disposition: Temporary. Destroy 7 years after the property is no longer owned/leased or when no longer needed, whichever is later.

DispAuthNo: N1-059-09-24, item 1b **Date Edited:** 9/26/2017

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Chapter 08: Overseas Buildings Operations

A-08-016-01c Building Management Integrated System (BMIS)

Description: BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.

c. System Output: Reports included but limited to statistical reports, inventories, management reports, real estate reports, etc.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: N1-059-09-24, item 1c **Date Edited:** 8/28/2009

A-08-016-01d Building Management Integrated System (BMIS)

Description: BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.

d. System Documentation: Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications.

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

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Chapter 08: Overseas Buildings Operations

A-08-016-02a **Intermediary Records**

Description: The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

System input includes both hard copy and electronic information obtained from copies of leases, title/deed documentation and information input electronically from post using the Web Real Property Application (RPA), Web Work Order for Windows (WebWOW), U.S. Cost and various COTS applications.

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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Chapter 08: Overseas Buildings Operations

A-08-016-02b Information Resource Management System (IRMS)

Description: The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

b. Master Data File: Contains data regarding funding for facility maintenance projects and requirements; real property leases; fund disbursements; project performance; repository of non-capital project information; tracking information regarding shipments of residential and office furniture and furnishings to posts; fire equipment installations, fire prevention and incidents at post; real property holdings including cost, size, occupants, features and address, as well as, other project information.

Disposition: Temporary. Destroy 7 years after the property is no longer owned/leased or when no longer needed, whichever is later.

DispAuthNo: N1-059-09-26, item 1b

Date Edited: 8/28/2009

U.S. Department of State Records Schedule

Chapter 08: Overseas Buildings Operations

A-08-016-02c **Information Resource Management System (IRMS)**

Description: The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

c. Output: Real estate management reports, financial reports, lease waiver reports and various ad hoc reports are generated daily. Electronic reports are routinely sent to Federal Real Property Profile.

Disposition: Temporary. Cutoff end of fiscal year. Destroy 5 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-09-26, item 1c

Date Edited: 8/28/2009

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Chapter 08: Overseas Buildings Operations

A-08-016-02d **Information Resource Management System (IRMS)**

Description: The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

d. Documentation: Includes user requirements, design document, implementation procedures, testing documentations, installation procedures and software. The applications documentations are maintained electronically and paper.

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-08-016-03a **Intermediary Records**

Description: The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data.

Includes data entry, measurements, drawings, surveys, inspections, sample analysis and abatements/repairs conducted on government owned and/or leased property regarding asbestos and other environmental issues.

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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Chapter 08: Overseas Buildings Operations

A-08-016-03b **Facilities Environmental Tracking System (FACETS)**

Description: The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data.

b. Stored Data File: Contains data from surveys, inspections, air sampling, bulk sample analysis, drawings and abatement/repairs regarding Asbestos and other environmental data.

Disposition: Temporary. Cutoff when property no longer owned/leased. Destroy 30 years after cutoff or when no longer needed for reference, whichever is later.

DispAuthNo: N1-059-09-27, item 1b **Date Edited:** 8/28/2009

A-08-016-03c **Facilities Environmental Tracking System (FACETS)**

Description: The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data.

c. System Output: Reports such as but not limited to management reports, comparison reports, inspection reports, executive summaries, etc.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: N1-059-09-27, item 1c **Date Edited:** 8/28/2009

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Chapter 08: Overseas Buildings Operations

A-08-016-03d **Facilities Environmental Tracking System (FACETS)**

Description: The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data.

d. System Documentation: Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, operations and maintenance guide.

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

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Management Support Division**A-08-017-01 Project Files**

Description: Files contain reconfiguration requests, drawings, maps, budget files, spread sheets, ledger, forecasting invoices, payment disposition and purchase orders.

Disposition: TEMPORARY: Cut off when project completed. Destroy/delete 7 (seven) years after cut off.

DispAuthNo: N1-059-07-13, item 1 **Date Edited:** 1/29/2008

A-08-017-02 Courier Logs

Description: a. Courier runs to/from local embassies for passport and visa pick-up/deliver.

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 6f)

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

A-08-017-02a Courier Logs

Description: b. Electronic database used to track passports and visas for accountability purposes. Arranged alphabetically by the person's name. Records span 2003 to present.

Disposition: Temporary. Destroy when no longer needed. (Supersedes GRS 20, item 9)

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

A-08-017-03 Passport Delivery/Accountability Forms

Description: Contains forms used to control or document the accountability for delivery of visas/passports.

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

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

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A-08-017-04 **Records Related to Official Passports**

Description: Application records.

The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government.

Records related to administering the application or renewal of official passports and visas, including:

- copies of passport and visa applications
- passport and visa requests
- special invitation letters
- visa authorization numbers
- courier receipts
- copies of travel authorizations

Exclusion: Agency and dependent requests for passports maintained by the Department of State are covered under an agency-specific schedule.

Disposition: Temporary. Destroy when 3 years old or upon employee separation or transfer, whichever is sooner; but longer retention is authorized if required for business use. (Supersedes GRS 9, item 5a)

DispAuthNo: DAA-GRS-2017-0007-0013 (G) **Date Edited:** 9/13/2017

A-08-017-05 **Travel Credit Card Files**

Description: File includes application, letter of authorization from managing director, and delinquent cards.

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-08-017-06 **Form DS-712 File**

Description: Records of receipt and routing of incoming and outgoing mail.

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-08-017-07	Cable Profile Worksheet Files
Description:	Correspondence and related records pertaining to internal administration and operation. File includes user information for accessing the database.
Disposition:	Temporary. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 2a)
DispAuthNo:	GRS 5.5, Item 010
	Date Edited: 3/10/2017
A-08-017-09	Inventory Management Files
Description:	a. Inventory List: Integrated Logistic Management System (ILMS) accounts for all domestic property within OBO.
Disposition:	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 3, item 9a)
DispAuthNo:	GRS 5.4, Item 010
	Date Edited: 3/13/2017
A-08-017-09a	Inventory Management Files
Description:	b. Supporting Documentation: Supporting documentation which include but not limited to purchase orders, inventory lists used to update inventory database and related documents regarding domestic personal property within OBO, such as, administrative, program and capitalized personal property.
Disposition:	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 3, item 9b)
DispAuthNo:	GRS 5.4, Item 010
	Date Edited: 3/13/2017
A-08-017-09b	Inventory Management Files
Description:	c. Electronic Database: Containing information obtained from supporting documentation regarding all domestic personal property within OBO which include but not limited to purchase orders, and related documents pertaining administrative, program and capitalized property.
Disposition:	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 3, item 9b)
DispAuthNo:	GRS 5.4, Item 010
	Date Edited: 3/13/2017

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A-08-017-10 Routine Procurement and Contract Files

Description: Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related paper pertaining to award, administration, receipt, inspection and payment.

a. Comprizon and ILMS, Ariba (Automated Ordering System)

(1) Transactions more than \$25,000 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-08-017-11 SmartPay Worldwide Purchase Card (Government Credit Card)

Description: Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records).

a. Transactions that exceed \$3,000

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-08-017-11a SmartPay Worldwide Purchase Card (Government Credit Card)

Description: Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records).

b. Transactions that under \$3,000

Disposition: TEMPORARY: Destroy after GAO audit or when 3 (three) years old, whichever is sooner. (supersedes N1-059-96-29, item 1)

DispAuthNo: N1-059-07-13, item 14b

Date Edited: 1/29/2008

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A-08-017-12 Routine Procurement and Contract Files

Description: Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related paper pertaining to award, administration, receipt, inspection and payment.

b. Other copies

Disposition: TEMPORARY: Destroy when business use ceases. (Supersedes GRS 3, item 3c).

DispAuthNo: GRS 1.1, item 011

Date Edited: 5/6/2015

A-08-017-13 Telecommunication General Files

Description: Telephone line requests within OBO, cell phones and telephone accounts.

a. Correspondence and related records pertaining to internal administration and operation.

Disposition: Temporary. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 2a)

DispAuthNo: GRS 5.5, Item 010

Date Edited: 3/10/2017

A-08-017-13a Telecommunication General Files

Description: Telephone line requests within OBO, cell phones and telephone accounts.

b. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.

Disposition: Temporary. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 2b)

DispAuthNo: GRS 5.5, Item 010

Date Edited: 3/10/2017

A-08-017-13b Telecommunications General Files

Description: Telephone line requests within OBO, cell phones and telephone accounts.

c. Telecommunications statistical reports including cost and volume data.

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 2c)

DispAuthNo: GRS 5.5, Item 020

Date Edited: 3/10/2017

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A-08-017-14 Facilities Management Files – Building and Equipment Service Files

Description: Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property, excluding fiscal copies. Includes:

- repair and maintenance work orders, requisitions, and related papers
- maintenance and inspection logs and reports
- job orders, service call records, action sheets, and repair logs
- work, shop, or job schedules

Note 1: Agencies that contract out facility management may wish to retain records longer than this item's disposition instruction to document contract performance.

Note 2: Agencies must offer any records created prior to January 1, 1939, to the National Archives and Records

Disposition: Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use. (Supersedes GRS 11, item 5)

DispAuthNo: DAA-GRS-2016-0011-0009 (G) **Date Edited:** 6/12/2020

A-08-017-15 Space/Maintenance General Correspondence Files

Description: Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.

Disposition: Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 11, item 1)

DispAuthNo: GRS 5.4, Item 010 **Date Edited:** 3/10/2017

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A-08-017-16 Facility, Space, Vehicle, Equipment, Stock, and Supply Administrative and Operational Records

Description: Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:

- statistical and narrative reports
- studies
- requests for space using Standard Form 81 or equivalent
- space assignments and directories
- inventories of property, equipment, furnishings, stock, and supplies
- reports of survey regarding lost, damaged, missing, or destroyed property
- requisitions for supplies and equipment
- records tracking supply and procurement requirements
- records scheduling and dispatching vehicles, monitoring use, and reporting use
- related correspondence

Exclusion 1: Records of aircraft operations (item 110 in this schedule covers these).

Exclusion 2: Records of supply and property procurement (GRS 1.1, item 010 covers these).

Exclusion 3: Requisition and supply records of the General Services Administration's GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies' mission so they must schedule the records separately).

Disposition: Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 3, item 4)

DispAuthNo: DAA-GRS-2016-0011-0001 (G **Date Edited:** 9/13/2017

A-08-017-17 Top Secret Accounting and Control Files

Description: Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.

Disposition: Temporary. Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use. (Supersedes GRS 18, item 5a)

DispAuthNo: GRS 4.2, Item 040 **Date Edited:** 3/9/2017

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A-08-017-17a	Top Secret Accounting and Control Files
Description:	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.
Disposition:	Temporary. Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use. (Supersedes GRS 18, item 5b)
DispAuthNo:	GRS 4.2, Item 040 Date Edited: 3/9/2017
A-08-017-18	Classified Document Container Security Files
Description:	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and 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:	GRS 4.2, Item 031 Date Edited: 3/9/2017
A-08-017-18a	Classified Document Container Security Files
Description:	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

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A-08-017-19 Accident and Incident Records

Description: Records documenting accidents and incidents occurring on, in, or at Government-owned or leased facilities, vehicles (land, water, and air), and property used by Federal agencies. Includes:

- statements of witnesses
- warning notices
- records about arrests, commitments, and traffic violations
- accident and incident reports
- law enforcement agency requests for information

Exclusion 1: Workers' compensation (personnel injury compensation) records. GRS 2.4, Employee Compensation and Benefits Records, items 100 and 101, covers these records.

Exclusion 2: Records that vehicle management offices maintain about vehicle and vessel accidents—land, water, and air. GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records, item 140, covers these records.

Disposition: Temporary. Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later, but longer retention is authorized for business use. (Supersedes GRS 18, item 11)

DispAuthNo: DAA-GRS-2017-0006-0013 (G **Date Edited:** 9/11/2017)

A-08-017-20 Security Administrative Records

Description: Records about routine facility security, protective services, and personnel security program administration. Includes:

- status reports on cleared individuals and other reports
- staffing level and work planning assessments, such as guard assignment records
- standard operating procedures manuals

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 8 and GRS 18, item 21)

DispAuthNo: DAA-GRS-2017-0006-0001 (G **Date Edited:** 9/11/2017)

A-08-017-21 Index to the Personnel Security Case Files

Description: Lists or rosters showing the current security clearance status of individuals.

Disposition: TEMPORARY: Destroy when superseded or obsolete. (Supersedes GRS 18, item 23)

DispAuthNo: DAA-GRS-2017-0006-0026 (G **Date Edited:** 9/11/2017)

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A-08-017-22 Security Violations Files

Description: Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information. Contains copies of OF-117 Notice of Security Incident and OF-118 Record of Incident. Excludes files relating to alleged violations of a sufficient serious nature that are referred to the Department of Justice or Department of Defense for prosecutive determination.

Disposition: Temporary. Destroy 5 years after close of case or final action, whichever occurs sooner, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 24b)

DispAuthNo: DAA-GRS-2017-0006-0027 (G **Date Edited:** 4/11/2019

A-08-017-23 Emergency Planning Correspondence Files

Description: Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.

Disposition: Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 26)

DispAuthNo: GRS 5.3, item 010 **Date Edited:** 3/13/2017

A-08-017-24 Emergency Planning Case Files

Description: Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.

Disposition: Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 27)

DispAuthNo: GRS 5.3, item 010 **Date Edited:** 3/13/2017

A-08-017-25 Emergency Operations Test Files

Description: Files accumulating from test conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.

Disposition: Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 28)

DispAuthNo: GRS 5.3, Item 010 **Date Edited:** 3/13/2017

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A-08-017-26 **Administrative Records Maintained in any Agency Office**

Description: OBO Duty Officer Roster.

Records accumulated by individual offices 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:** 3/12/2019

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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

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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 the formal process case file once a formal complaint is filed.

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: <ul style="list-style-type: none">• 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

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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-08-019-17l **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. (Supersedes GRS 1, item 33n)

DispAuthNo: DAA-GRS-2014-0002-0011 (G) **Date Edited:** 11/26/2018

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. (Supersedes GRS 1, item 33o)

DispAuthNo: DAA-GRS-2014-0002-0013 (G) **Date Edited:** 11/26/2018

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

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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:	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. b. Procurement or purchase organization copy, and related papers. Transactions dated on or after July 3, 1995 (the effective date of the Federal acquisition Regulations (FAR) rule defining simplified acquisition threshold). 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
A-08-020-11d	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. d. Other copies of records. Used by component elements of a procurement office for 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-08-020-12a	Solicited and Unsolicited Bids and Proposals Files (includes information in PROJNET)
Description:	a. Successful bids and proposals. 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 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

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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-08-021-05a	Title Deed to Property File
Description:	Original title deeds file to property acquired by the United States in foreign countries. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, freehold titles with associated documentation pertaining to U.S. Government-owned properties, Decision Memo to sell property, OF-158 record of receipt of funds/payment, and formal agreements of sale.
Disposition:	TEMPORARY. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded. (Formerly II-NNA-3111, item 31 and N1-059-94-9, item 9b; A-08-007-01 and A-08-009-09b).
DispAuthNo:	N1-059-08-16, item 5a
	Date Edited: 4/14/2009
A-08-021-05b	Historically Significant Title Deed to Property File
Description:	Original historically significant title deeds to property acquired by the United States in foreign countries. Historical significance is determined by the historical significance of the structure itself, or the significance of events that take place or have taken place in the structure. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation for research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-owned properties. Also includes Decision Memo to sell property, OF-158 record of receipt of funds/payment, and formal agreements of sale.
Disposition:	PERMANENT. Transfer to NARA 30 years after sale of property.
DispAuthNo:	N1-059-08-16, item 5b
	Date Edited: 4/14/2009
A-08-021-06a	Site Records for Acquired Properties
Description:	Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.
Disposition:	TEMPORARY. Destroy records on acquired properties 50 years after property is sold or retired and any litigation is concluded. (Formerly II-NNA-3111, item 32 A-08-007-02; N1-059-94-9, item 14a).
DispAuthNo:	N1-059-08-16, item 6a
	Date Edited: 4/14/2009

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A-08-021-06b	Site Records for Properties Rejected for Acquisition
Description:	Copies of survey reports, communications, plans, photographs, contracts, options-to-purchase and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.
Disposition:	TEMPORARY. Destroy records on properties rejected for acquisition 10 years after rejection. (Formerly N1-059-94-9, item 14b; A-08-009-14b).
DispAuthNo:	N1-059-08-16, item 6b
	Date Edited: 4/14/2009
A-08-021-07	Capital Program Files
Description:	Copies of memoranda, general correspondence, letters, "Capital Program Fund Material", briefing papers, coordination of Congressional Testimony, transcripts, authorizations, request to Congress and other related material. Arranged by fiscal year and country.
Disposition:	TEMPORARY. Destroy when 5 years old. (Formerly N1-059-92-6, item 2; A-08-007-05).
DispAuthNo:	N1-059-08-16, item 7
	Date Edited: 4/14/2009
A-08-021-08a	Intermediary Records
Description:	<p>Real Property Application (RPA) is a centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs.</p> <p>Includes system inputs of hard copy and electronic documents, including metadata. The system generates adhoc reports for statistical purposes include but not limited to housing and construction cost; leasing information, inventory list of real property etc.</p>
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-08-021-08b	Real Property Application - RPA
Description:	Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-059-87-11; A-08-009-03). b. Master Data File: Data from long and short term leases, land and buildings, office, residential units, functional space, land, and work orders for maintenance and repairs, as well as, government-owned real property. Long-terms leases, property leasing files, title deed to property files and other files.
Disposition:	TEMPORARY. Destroy 7 years after property no longer owned/leased or when no longer needed, whichever is later. Migrate data when system superseded.
DispAuthNo:	N1-059-08-16, item 8b
	Date Edited: 4/14/2009
A-08-021-08d	Real Property Application - RPA
Description:	Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-059-87-11; A-08-009-03). d. Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.
Disposition:	TEMPORARY. Destroy 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: 5/7/2015
A-08-021-09	Post Housing Profile and Waiver Files
Description:	Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies. Arranged by post name.
Disposition:	TEMPORARY. Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old. (Formerly N1-059-94-9, item 8; A-08-009-08).
DispAuthNo:	N1-059-08-16, item 9
	Date Edited: 4/14/2009

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A-08-021-10 Real Estate Central Files - Arranged by post name

Description: Copies of Telegrams, environmental surveys, copies of lease agreements, letters, photographs, appraisals, reports, correspondence concerning proposed buildings, property agreements, negotiations, background materials and other documents pertaining to property leased or purchased by the U.S. Government.

(Also A-08-009-01)

Disposition: TEMPORARY. Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (Supersedes NC1-59-76-10, item 1).

DispAuthNo: N1-059-94-09, item 1

Date Edited: 7/15/2011

A-08-021-11a(1) Real Property Title Records - Arranged by post and property number

Description: 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.

a. Title Deeds to Property (at post)

(1) Where local law does not require that the originals be retained by the foreign country:

(Note: Under no circumstance should original title (crown lease-type deeds) documentation or the equivalent substitute, original issuance be held at post.)

[Also A-08-009-09a(1)]

Disposition: Forward signed, original title or crown lease-type deed document(s) issued by the host country to OBO/PRE/RPM. Retain one official, signed copy at post.

DispAuthNo: N1-059-94-09, item 9a

Date Edited: 4/14/2009

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A-08-021-11a(2)	Real Property Title Records - Arranged by post and property number
Description:	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 Restricted U.S. Government-owned properties. a. Title Deeds to Property (at post) (2) Where local law does require that the originals be retained by the foreign country: [Also A-08-009-09a(2)]
Disposition:	Forward two signed, certified copies of title (or crown lease-type deed) document(s) or document equivalency that is recognized by the host government as well as the courts of the host country as having equal validity as to proof-of-U.S. Government-ownership as would an original deed to OBO/PRE/RPM).
DispAuthNo:	N1-059-94-09, item 9b Date Edited: 4/14/2009
A-08-021-12	Real Estate Asset Management Files - Arranged by post
Description:	Reports, maps, telegrams, memoranda, letters, background materials, real estate evaluations, statistical reports, drafts, lease on-site reports, and other related documents. (Also A-08-009-10)
Disposition:	Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.
DispAuthNo:	N1-059-94-09, item 10 Date Edited: 4/14/2009
A-08-021-13	Real Estate Property Appraisals - Arranged by post name
Description:	Letters, memoranda, background materials, handwritten notes, appraisal reports, photographs, maps, cost estimates, and other documentation which pertain to U.S. Government leased property. (Also A-08-009-11)
Disposition:	TEMPORARY. Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.
DispAuthNo:	N1-059-94-09, item 11 Date Edited: 4/14/2009

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Project Execution Office

A-08-022-01 OBO Internal Taskers

Description: Consists of internal taskers from the Director, regardless of media, on a wide variety of subjects. Arranged in numerical order.

Disposition: TEMPORARY: Destroy after action is taken or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-01, item 1 **Date Edited:** 7/22/2008

A-08-022-02 Historically Significant Drawings of Overseas Buildings

Description: Final working drawings and as-built drawings depicting overseas buildings considered historically, architecturally, or technologically significant, including buildings used for a major activity of the agency, long-lasting and important buildings, or buildings reflecting a distinctive architectural style or a standard design used for multiple buildings.

Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Transfer to National Archives 25 (twenty-five) years after cut off. (Formerly NC1-59-76-10, item 2 (A-08-002-02))

DispAuthNo: N1-059-08-01, item 2 **Date Edited:** 7/22/2008

A-08-022-03 Drawings of All Other Overseas Buildings and Structures

Description: Final working drawings and as-built drawings depicting temporary, insignificant, or routine overseas buildings or structures such as parking lots, minor administration buildings, storage sheds, warehouses, fences, drawings of duplicate buildings based on a standard design, or electrical, plumbing, heating, or air conditioning systems.

Recordkeeping copy (paper or electronic).

Disposition: TEMPORARY: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Destroy 6 (six) years after building no longer owned/leased.

DispAuthNo: N1-059-08-01, item 3 **Date Edited:** 7/22/2008

A-08-022-04 Design Phase Reports and Specifications

Description: Includes, regardless of media, project construction documents, specifications, calculations, reports, economic assets; folders arranged by post. Records may be in either electronic or paper form.

Disposition: TEMPORARY: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Destroy 6 (six) years after building no longer owned/leased.

DispAuthNo: N1-059-08-01, item 4 **Date Edited:** 7/22/2008

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A-08-022-05 OBO Building Permits

Description: Issued permits to begin construction project, regardless of media, includes correspondence. Signed original permit is sent to project manager for filing.

Disposition: TEMPORARY: Maintain as long as own/lease building. Destroy 6 (six) years after building no longer owned/leased.

DispAuthNo: N1-059-08-01, item 5 **Date Edited:** 7/22/2008

A-08-022-06 Independent Government Estimates

Description: Estimates, regardless of media, on costs for proposals.

Disposition: TEMPORARY: Cut off after contract is offered. Destroy at end of job.

DispAuthNo: N1-059-08-01, item 6 **Date Edited:** 7/22/2008

A-08-022-07 Construction Security Plan

Description: The CSP includes a description of the construction/renovation to be performed. It includes the scope of work, the estimated start and completion dates, and project cost. It outlines the clearance requirements for labor, the procurement and transportation requirements, and any secure storage requirements. It designates the Site Security Manager and describes the project documentation requirements and includes accreditation records. Arranged by region, post, project number and IAG.

Disposition: TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cut off.

DispAuthNo: N1-059-08-01, item 7 **Date Edited:** 7/22/2008

A-08-022-08 Budget and Finance Records

Description: Records pertaining to security construction projects including reports, authorization for project, purchase order, budget justification, and background data. Arranged by fiscal year and by project code.

Disposition: TEMPORARY: Cut off at end of fiscal year. Destroy 6 (six) years, 3 (three) months after final payment.

DispAuthNo: N1-059-08-01, item 8 **Date Edited:** 7/22/2008

A-08-022-09 Worldwide Perimeter Security Upgrade Program Files

Description: Contain proposals, task orders for upgrading perimeter, security requests for Diplomatic Security, and requests for funding for approved project. Paper files arranged by post.

Disposition: TEMPORARY: Cut off when contract closes. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-01, item 9 **Date Edited:** 7/22/2008

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A-08-022-10 Shatter-Resistant Window Files

Description: Contains specifications, proposals, task orders and/or procurement requests, requests for approval, requests for Diplomatic Security.

Disposition: TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-01, item 10 **Date Edited:** 7/22/2008

A-08-022-11 Construction Security Project Files

Description: Contains various project or program files related to construction security installments at posts. Includes but not limited to elevator, façade, grills, antennas, and other projects, purchase order, proposals, and requests for approvals. For items in and around building HVAC (Heating, Ventilation, Air-Conditioning), fencing, public access control, maintenance and repair projects, modular and mechanical, post ammunition, physical security power renovations.

Disposition: TEMPORARY: Cut off when project ends. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-01, item 11 **Date Edited:** 7/22/2008

A-08-022-12 Management Operations Files

Description: Contains taskers, requests for information and points of contact, general information, safety and fire requirements related to domestic operations.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-08-01, item 12 **Date Edited:** 7/22/2008

A-08-022-13 Emergency Security Supplementation

Description: Temporary/ permanent security upgrade of an immediate nature in posts. Contains proposal, task order, request for DS, request for approved proposal.

Disposition: TEMPORARY: Cut off when project ends. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-01, item 13 **Date Edited:** 7/22/2008

A-08-022-14 Office of Inspector General (OIG) Files

Description: Contains reports, queries, responses, requests for information.

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

DispAuthNo: N1-059-08-01, item 14 **Date Edited:** 7/22/2008

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A-08-022-15 Site Security Program – Security Personnel On-Line Tracking System (SPOT)

Description: Contains information on contractors and direct hire employees including personal data, travel information, security personnel, next of kin, site security coordinator.

Disposition: TEMPORARY: Destroy 5 (five) years after departure.

DispAuthNo: N1-059-08-01, item 15 **Date Edited:** 7/22/2008

A-08-022-16 Vehicle Case File - Automotive Fleet Control

Description: Consists of cables, memoranda, purchase orders, advice of obligations, statement regarding Federal excise tax exemption, communications with the U.S. Dispatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles to include Bills of Sale and Certificate of Origin.

Disposition: TEMPORARY: Destroy 7 (seven) years after sale or disposal of vehicle.

DispAuthNo: N1-059-08-01, item 16 **Date Edited:** 7/22/2008

A-08-022-17a 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.

a. For all construction projects that require a Construction Security Plan (CSP) based upon Federal Law.

Disposition: TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-01, item 17a **Date Edited:** 7/22/2008

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Chapter 08: Overseas Buildings Operations

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-08-022-26 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

A-08-022-28a Classified Document Container Security Files

Description: a. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. Includes OF-62, Safe or Cabinet Security Record, SF-700, Security Container Information, and OF-111, Combination Safe Card.

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

DispAuthNo: GRS 4.2, Item 031 **Date Edited:** 3/9/2017

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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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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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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-08-023-04a	SHEM Management Assessment and Recommendation Tracking System (SMARTS)
Description:	Electronic system used to analyze data and manage information by post since 2002. Contains findings, recommendations and post audits by inspectors regarding safety and health. a. Master Data File is the repository for all the field assessments.
Disposition:	Temporary. Delete when 10 years old.
DispAuthNo:	N1-059-09-02, item 4a Date Edited: 6/11/2009
A-08-023-04b	Intermediary Records
Description:	SHEM Management Assessment and Recommendation Tracking System (SMARTS) output reports which include but not limited to statistical reports and post assessment reports.
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
A-08-023-05a	The Museum System (TMS)
Description:	a. Master Data File contains information and images of original works of art owned or exhibited. It includes exhibitions loaned from galleries, museums, individual artists, corporate private collections, ambassadors' residence and embassies. System catalogues and tracks exhibits by post.
Disposition:	Temporary. Delete 30 years after termination of agreement/lease or sale of item. Transfer data when system is superseded.
DispAuthNo:	N1-059-09-02, item 5a Date Edited: 6/11/2009
A-08-023-05b	The Museum System (TMS)
Description:	b. Outputs: Shipping, receipts, registers, final assessment and condition and pick-up reports, and special forms used for loan agreements.
Disposition:	Temporary. Delete/destroy when 5 years old.
DispAuthNo:	N1-059-09-02, item 5b Date Edited: 6/11/2009

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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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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
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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
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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
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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
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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, telegams, 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-08-024-31a	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-08-024-32	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

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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

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

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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:

- 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)

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)

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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

A-08-024-45 CFM/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
