

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-00-20	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 11-27-00	
2. MAJOR SUBDIVISION Under Secretary for Management (M)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Moscow Embassy Building Control Office (MEBCO)		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE 202 261-8339	DATE 1-25-01	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 11-17-00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Poppe</i>	TITLE Department of State Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

Moscow Embassy Building Control Office (MEBCO)

1. Alphabetical Subject and Correspondence Files

- a. Correspondence, memorandum, reports, telegrams, briefing material and other documentation relating to the construction of the Moscow Building, relations with contractors, and efforts of Soviets to compromise its security.

Disposition Permanent Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old (N1-59-93-17, item 1)

- b Electronic version of records created by electronic mail and word processing applications

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced

2 Counter Intelligence Files

- a. Correspondence and other records relating to policy issues in the renovation of the Moscow Embassy

Disposition Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old

- b. Electronic version of records created by electronic mail and word processing applications.

Disposition Destroy/delete within 180 days after recordkeeping copy has been produced.

3. Studies Files.

- a. Studies of all aspects of the construction of the Moscow Embassy Building. Includes special studies of the Soviet effort to penetrate the embassy building and American counter-measure.

Disposition: Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-17, item 2)

- c Electronic version of records created by electronic mail and word processing applications.

Disposition Destroy/delete within 180 days after recordkeeping copy has been produced

4. Shipping Files

a. Documents relating to shipments of supplies and equipment to Moscow for use in the building. Includes purchase orders, requisitions, packing orders and lists, notification of shipment and copies of invoices and other related correspondence

Disposition: Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old (N1-59-93-17, item 4)

b. Transit certification documentation of shipments

Disposition: Transfer to RSC for immediate transfer to WNRC. Destroy when 50 years old.

c. Electronic version of records created by electronic mail or word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

5. Contractor Files

a. Arranged by name of contractor. Correspondence, copies of contracts, invoices, receipts for payment for services and faxes relating to activities of contractors involved in the construction of the Moscow Embassy Building (Excludes files on contractors maintained in the Alphabetical Subject and Correspondence Files)

Disposition: Transfer to RSC for immediate transfer to WNRC. Destroy 6 years 3 months after final payment. (N1-59-93-17, item 5)

b. Security Contract Files - Security clearances, inspection reports and key security correspondence.

Disposition: Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old

c. Electronic version of records created by electronic mail or word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

6 Tour of Duty Reports

a Daily reports of security related activities in and around the Embassy. Includes printouts, daily report sheets, personnel rotation logs, system check reports, property inventory reports, etc

Disposition: Transfer to RSC for immediate transfer to WNRC Destroy when 25 years old.

b Electronic version of records created by electronic mail or word processing applications.

Disposition Destroy/delete within 180 days after recordkeeping copy has been produced.

7 Security Videotapes. Videotapes relate to 24-hour security surveillance in and around the Embassy. (VHS formatted.)

Disposition: Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old

8. Slides and Videotapes Slides and videotapes documenting the construction of the Moscow Embassy Building and examination of the Soviet effort at penetration.

Disposition: Permanent Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-17, item 7)

9. Photographs Black and white and color photos of the Moscow Embassy construction site at different levels of completion.

Disposition. Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old.

10. Design and Construction Drawings and Plans

a Design drawings and as-built records.

Disposition Permanent Transfer Master Set to the Foreign Buildings Office (FBO). Maintain a set of blueprints at Embassy for maintenance and services. (N1-59-93-17, item 6)

b. All other copies

DISPOSITION Destroy immediately upon approval of this schedule.

c Request for Information (RFI) submittals.

DISPOSITION. Destroy immediately upon approval of this schedule