

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 29 1976	JOB NO. NC1 - 59-76-10
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>4-27-76</i> Date	<i>James B. [Signature]</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State

2. MAJOR SUBDIVISION
Bureau of Administration

3. MINOR SUBDIVISION
Office of Foreign Buildings

4. NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr.

5. TEL. EXT.
632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3-26-76
(Date)

[Signature]
(Signature of Agency Representative)

Asst Chief, Records Management Staff
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Correspondence with Posts - FBO Central File Correspondence dealing with capital and minor improvements. Progress reports on buildings under construction, as well as correspondence concerning proposed buildings. Information on the site, location, and cost of operation of properties managed by FBO. Requests for the Posts' Yearly Fiscal Reports. Requests to post and replies concerning photographs of properties. Correspondence stating that contracts have been transmitted or amendments made but NOT ACTUAL CONTRACTS. General information dealing with a country or specific post. Destroy when 14 years old.	II NNA-3111, item 46 NN 171-69, items 6, 7, & 8	
2	Blueprints and Drawings Master file of blueprints and drawings of proposed, constructed, or completed buildings. PERMANENT. Offer to the National Archives when 30 years old.	II NNA-3111, item 43	
3	Property Leasing Policy File 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. PERMANENT. Offer to the National Archives when 30 years old.	II NNA-3111, item 27	

Copy to Agency & NCW 4-29-76 [Signature]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p>Maps, Surveys, & Topographic Studies</p> <p>Topographic and other maps of properties owned or leased II NNA-3111, by the United States Government at Foreign Service Posts. item 33</p> <p>PERMANENT. Offer to the National Archives when 30 years old.</p>		