

15 FAM 350 REQUIRED LEASE DOCUMENTATION

(CT:OBO-8; 05-24-2006)
(Office of Origin: OBO)

15 FAM 351 GENERAL

(CT:OBO-8; 05-24-2006)
(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. Required documents must be sent to the Bureau of Overseas Buildings Operations (OBO) or, for USAID leases, to the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) and parent agencies, as appropriate, at the addresses provided in 15 FAM 175.
- b. If any documentation is prepared in a foreign language, the copies forwarded to OBO or USAID/W (M/OMS) *must* be accompanied by an English translation, signed by the translator, with the translator's name typed below the signature.

15 FAM 352 STATE LEASE DOCUMENTS

(CT:OBO-8; 05-24-2006)
(State Only)

Posts are responsible for handling lease documents noted below that are executed in the name of the Secretary of State:

- (1) **Long-term leases (LTLs):** Posts must submit to the Bureau of Overseas Buildings Operations (OBO) copies of signed long-term leases, lease renewals and other amendments, and related records for new, renewed, and renegotiated LTLs. Related records include decision memoranda, blueprints, plans, photographs, surveys, plans and cost documentation for construction that increases the value of the property, and other contracts and agreements (e.g., protocols, memorandums of understanding (MOUs), property agreements). Posts must maintain copies of these documents *for a period of five years, unless a given property is the subject of litigation, in which case the records should be retained until litigation has been terminated;*

- (2) **Termination and Acquittance Agreement:** Posts must submit one signed copy of each Termination and Acquittance Agreement for LTLs to OBO;
- (3) **Short-term leases (STLs):** Posts must retain original contracts, leases, renewals, amendments, and related records to include purchase orders and receipts, work orders, telegrams, notes, letters, property descriptions, etc. Posts must submit copies of signed short-term lease documents of all major STL properties to OBO's Real Property Management Division in the Real Estate Office (*OBO/RE/RPM*). The signed STL documents include new leases, renewed and renegotiated leases, and all related amendments. The major properties for which OBO requires documentation are chanceries, consulates, other office/functional space (e.g., annexes and warehouses), and designated residences; and
- (4) **Other documentation:** The post must retain all other lease documentation, *including but not limited to the post occupational safety and health officer (POSHO) certification (see 15 FAM 312.6), for a period of five years unless a given property is the subject of litigation, in which case, the records should be retained until litigation has been terminated.*

15 FAM 353 USAID LEASE DOCUMENTS

(CT:OBO-8; 05-24-2006)
(USAID Only)

USAID contracting officer will forward to the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) one copy of the signed original of all USAID leases (for other than short-term lease (STL) residential properties) and one copy of each lease amendment. Post must keep a signed original of all leases.

15 FAM 354 DOCUMENTS FOR LEASES FUNDED BY OTHER AGENCIES

(CT:OBO-8; 05-24-2006)
(Uniform State/USAID/Commerce/Agriculture/DIA)

Each *agency's representative* is responsible for providing required documents to its parent agency. One copy of all leases and any related amendments and Termination and Acquittance Agreements should be provided *by the responsible leasing office* to the respective *agency's representative* for forwarding to parent agencies at the addresses listed in 15 FAM 175.3.

15 FAM 355 THROUGH 359 UNASSIGNED