

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

R.G. 76

LEAVE BLANK	
DATE RECEIVED JAN 3 1975	JOB NO.
NC - 76-75-1	
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) **INTERNATIONAL BOUNDARY AND
WATER COMMISSION, UNITED STATES AND MEXICO**

2. MAJOR SUBDIVISION
UNITED STATES SECTION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Janie L. Crowley

(915)

5. TEL. EXT.

543-7397

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 17 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

12-24-1974

(Date)

R. Martinez

(Signature of Agency Representative)

Reinaldo Martinez

Director,

General and Financial Services

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The International Boundary and Water Commission, United States and Mexico, created by Treaty of March 1, 1889, between the Governments of the United States and Mexico, is charged by that and a series of subsequent treaties, with the application of the provisions of those treaties, and the regulation and exercise of the rights and obligations which the two Governments have assumed thereunder for the solution of problems arising on the boundary requiring joint engineering action by the two Governments. Principal among such actions are (1) maintenance of the river boundaries, (2) distribution between the two countries of waters of the international rivers, (3) international flood control operations, (4) conservation and regulation of waters of the river boundaries for utilization in the two countries, (5) improvement of quality of waters of international rivers, (6) sanitation measures, (7) development of hydroelectric power, (8) demarcation of land boundary, and (9) settlement of boundary disputes.</p> <p>The Commission consists of a United States Section and a Mexican Section. Because of the international character of the problems, the Treaty of 1944 provides that the United States Section of the Commission function through the Department of State, and the Mexican Section of the Commission through Mexico's Ministry of Foreign Relations.</p> <p>All activities performed by the United States Section relate to treaty obligations assumed by the United States, to general policy determinations by the President and the Secretary of State, and authorizations of Congress.</p>		

Com to Agency 7/9/75

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
	<p style="text-align: center;"><u>IBWC PROGRAM RECORDS</u></p>		
1	<p><u>International Project Files.</u> Documents in these case files provide a record of treaty or Convention-directed international projects undertaken jointly with Mexico such as dams and reservoirs, development of hydroelectric power, river channelization or rectification, sanitation projects, and flood control projects. Included are engineering investigative reports, planning and design studies, agreements with Mexico, division of work and cost items, authorizations, records relating to land acquisition for projects and construction of the projects.</p> <p><u>Permanent.</u> Retire to Federal Archives and Record Center (FARC) 6 years after completion of the projects.</p>		
2	<p><u>Project Operations Files.</u> Records in these case files document the operation and maintenance of IBWC projects. Included are documents concerned with policies and procedures, joint engineering determinations and decisions of the United States and Mexican Sections relating to operational criteria and maintenance requirements, division of work and cost items; unilateral investigative and engineering reports, planning and design studies, budget studies and review; and related papers in connection with project operation and maintenance.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for current operations.</p>		
3	<p><u>Water Accounting and Control Records.</u> Hydrographic and hydrologic records and related correspondence which pertain to the water accounting and water control activities of the Commission: determination of national ownership and division of waters of the international rivers as stipulated by treaties with Mexico; measures to improve water quality of the international rivers; coordination with state and local agencies concerning water rights; storage and release of United States waters for United States users; joint operation with Mexico of the international storage dams and reservoirs for conservation, power generation and flood control.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for current operations.</p>		

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4	<p data-bbox="217 348 705 379"><u>International Boundary Records.</u></p> <p data-bbox="217 409 1110 661">a. <u>Cartographic, photogrammetric and related records</u> reflect IBWC activities in connection with establishing and maintaining the international boundary with Mexico: Surveying and mapping of the international river boundaries with Mexico; demarcation of the land boundary and international reservoirs; establishment of the maritime boundaries in the Gulf of Mexico and the Pacific ocean.</p> <p data-bbox="263 691 1094 751"><u>Permanent.</u> Retire to FARC when no longer needed for reference purposes.</p> <p data-bbox="217 772 1105 1094">b. <u>Bancos, Cut-offs, Islands and Detached Tracts Files.</u> These records relate to river channel changes, or potential changes, in the limitrophe sections of the Rio Grande and Colorado River resulting in land area accretions to either the United States or Mexico. Materials consist of correspondence between the two Sections, unilateral memoranda, results of investigations and surveys, determinations of sovereignty, measures to prevent changes, transfers of ownership, and related items.</p> <p data-bbox="263 1114 1094 1175"><u>Permanent.</u> Retire to FARC when no longer needed for reference purposes.</p> <p data-bbox="217 1195 1151 1376">c. <u>International Bridges Files.</u> Records in this series contain correspondence, memoranda, results of investigations, requests for Presidential permits for construction and operation of international bridges between the United States and Mexico, engineering plans and drawings, and documentation related thereto.</p> <p data-bbox="263 1407 1094 1467"><u>Permanent.</u> Retire to FARC when no longer needed for reference.</p> <p data-bbox="217 1487 1125 1780">d. <u>Boundary Obstruction Files.</u> This record series covers correspondence and other materials related to investigations and prevention of obstructions in the international boundary rivers that would cause restrictions to flow, deflections of the current or artificially induce changes in the river channels. Also covered by the record series are file materials concerning encroachments along the land boundary, ports of entry, and crossings of the boundary by utility lines.</p> <p data-bbox="263 1800 1094 1860"><u>Permanent.</u> Retire to FARC when no longer needed for reference.</p>		

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5	<p><u>Flood Control Files.</u> This record series concerns flood control investigations, reports of flood conditions, and control measures taken along the boundary rivers and international streams other than specific large flood control projects, file materials for which are covered by International Projects case files.</p> <p><u>Permanent.</u> Retire to FARC 8 years after file cutoff.</p>		
6	<p><u>Boundary Sanitation Files.</u> Records in this series document the investigating, monitoring or determining solutions to various international sanitation, air, or water pollution problems which may occur along the international boundary. File materials related to large joint sanitation projects are covered by the International Projects case files.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference.</p>		
7	<p><u>Water Resources Files.</u> Documents in these case files relate to basin water supply and conservation investigations of the international rivers and minor international streams which cross the land boundary.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference.</p>		
8	<p><u>Relations with Other Agencies Case Files.</u> Documents reflect meetings and relations with water resource committees, water authorities, other government agencies, local agencies, associations, international planning groups or commissions.</p> <p>a. Records reflecting inter-agency relations pertaining to IBWC areas of interest or projects.</p> <p><u>Permanent.</u> Retire to FARC 6 years after file cutoff.</p> <p>b. Informational reports from other agencies, which do not concern IBWC projects.</p> <p>Destroy when no longer needed for reference purposes.</p> <p>c. Other files in the series.</p> <p>Destroy 6 years after file cutoff.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9	<p><u>Legal and Legislative Records</u></p> <p>a. <u>Legal Opinions Establishing Precedent.</u> Documents accumulated in researching and providing formal legal opinions, establishing precedent, policies, and procedures regarding treaties, laws, regulations, directives, and decisions and their effect on IBWC. Included are requests for opinions, background material, and citations of authority used in preparation of opinions, copies of opinions rendered, and related papers.</p> <p><u>Permanent.</u> Retain in current files area.</p> <p>b. <u>Legislation Files.</u> Documents created in preparing, reviewing, and commenting on proposed legislation, Executive Orders, proclamations, and reports; documents accumulated in providing legal advice and assistance on enacted legislation and interpreting the impact of laws and regulations on IBWC programs.</p> <p><u>Permanent.</u> Retain in current files area.</p> <p>c. <u>Litigation Case Files.</u> Documents relating to actual legal proceedings to which IBWC is a party or in which IBWC has an interest. Included are advisory reports, litigation reports, statement of claims, copies of processes and pleadings, supporting documents, and related correspondence.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference.</p> <p>d. <u>Claim Case Files.</u> Documents relating to claims by or against IBWC resulting from personal injury, property losses, and other business transactions.</p> <p>(1) Settled claims.</p> <p>Cutoff files at close of fiscal year in which settlement is made. Destroy after 6 years.</p> <p>(2) Disallowed claims.</p> <p>Cutoff at close of fiscal year in which disallowance decision is made. Destroy after 7 years.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10	<p><u>Land and Right-of-Way Acquisition Files.</u> Official files on the acquisition and ownership of land tracts, right-of-way easements, public land use permits, etc., for the construction of IBWC projects such as dams and reservoirs, flood control projects, river channelization or rectification, and sanitation projects. Files contain maps, forms, legal instruments and related correspondence to show tract location, description and ownership data; acquisition authority; appraisal data; title evidence; property recordation, etc.</p> <p><u>Permanent.</u> Transfer to FARC 3 years after completion of acquisition.</p>		
11	<p><u>Land Condemnation Proceedings Case Files.</u> Documents pertain to land condemnation such as declarations of taking, judgments, maps, tract descriptions, title opinions, vouchers, and related records and correspondence.</p> <p><u>Permanent.</u> Transfer to FARC 3 years after case is closed.</p>		
12	<p><u>Licensing and Leasing Program Files.</u> Documents concern IBWC policies and procedures in licensing or leasing project lands, or issuing permits, to other agencies or individuals for recreation, agricultural, grazing, and other uses which do not conflict with project requirements and protect the interests of the United States. Included are legal documents, forms, records of payment and correspondence.</p>		
13	<p><u>Federal Real Property Files.</u></p> <p>a. Documents pertaining to regulations, administrative instructions, and related reporting in connection with Federal real property.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference purposes.</p> <p>b. <u>Surplus Real Property Case Files.</u> Documents pertain to determinations and disposal of surplus real property located on IBWC projects.</p> <p><u>Permanent.</u> Retire to FARC 5 years after disposition of property.</p>		

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14	<p><u>Treaty and Convention Records.</u> Documents accumulated in the formulation, signing and confirmation of treaties and conventions between the United States and Mexico delineating the jurisdiction, functions and responsibilities of IBWC. Included are background papers, drafts, documents concerned with Congressional hearings and Senate confirmation, and related records.</p> <p><u>Permanent.</u> Retain in current files. Retire to FARC when no longer needed for reference purposes.</p>		
15	<p><u>IBWC Minute Record Set Files.</u> Official copy of each Commission Minute signed by the United States and Mexican Commissioners, which record the decisions reached by the Commissioners for specific joint actions or agreements. Included are all exhibits, such as Joint Engineering Reports, maps, drawings and other data which form a part of the signed Minute. These Minutes, when approved by both Governments, have the character of Executive Agreements.</p> <p><u>Permanent.</u> Retain in current files area.</p>		
16	<p><u>IBWC Minute Development Files.</u> Documents reflecting background data, information or investigations, drafts and related papers leading to the formulation of a Commission Minute.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference.</p>		

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17	<p data-bbox="207 349 859 379"><u>Information and Public Relations Records.</u></p> <p data-bbox="207 413 1087 508">a. <u>Biographical Files.</u> Biographies, photographs, newspaper clippings, and related items pertaining to the Commissioner and staff officials.</p> <p data-bbox="254 542 1087 602"><u>Permanent.</u> Retire to FARC when no longer needed for reference purposes.</p> <p data-bbox="207 636 1141 665">b. <u>Morgue Files.</u> Newspaper, magazine, and press clippings.</p> <p data-bbox="258 699 1005 759">(1) Clippings regarding specific IBWC programs, activities and personnel.</p> <p data-bbox="320 795 1041 854"><u>Permanent.</u> Retire to FARC 4 years after file cutoff.</p> <p data-bbox="258 890 894 920">(2) Other clippings of a general nature.</p> <p data-bbox="320 956 652 986">Destroy after 1 year.</p> <p data-bbox="207 1019 1087 1079">c. <u>Speech Files.</u> Copies of speeches and related papers of IBWC officials.</p> <p data-bbox="254 1115 1102 1145"><u>Permanent.</u> Retire to FARC 4 years after file cutoff.</p> <p data-bbox="207 1180 1118 1335">d. <u>News Releases.</u> Documents relating to the preparation, coordination, clearance, and dissemination of information to any public communications media. The files include drafts, clearance documents, formal press releases, and related papers.</p> <p data-bbox="254 1371 1102 1401"><u>Permanent.</u> Retire to FARC 5 years after file cutoff.</p>		

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18	<p><u>Congressional and White House Correspondence Files.</u> Correspondence, memoranda, reports, and other papers accumulated in the course of preparing replies to Congressional and White House inquiries.</p> <p>a. Papers containing policy and precedent and requiring extensive research which document relations with the Executive Office of the President and Congress.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference purposes.</p> <p>b. Documentation of presidential visits to or dedication of IBWC projects.</p> <p><u>Permanent.</u> Retire to FARC 2 years after file cutoff.</p> <p>c. All other routine correspondence.</p> <p>Retire to FARC 2 years after file cutoff. Destroy 6 years after cutoff.</p>		
19	<p><u>Executive Management Files.</u> Documents that accumulate from the process of establishing management objectives for IBWC, United States Section. Included are documents reflecting the establishment of schedules to accomplish objectives, the formulation of new concepts and requirements for planning purposes, and the evaluation of progress and accomplishments in meeting the management objectives established by the plans.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference purposes.</p>		
20	<p><u>Organization Planning Files.</u> Documents relating to the establishment of and changes in organization, functions, and relationships of IBWC, United States Section, when such actions affect, or may affect, the management and operation of the agency. Included are staff studies, conferences, documents relating to overall functions and mission, copies of directives or memorandums implementing establishment or change, and related or similar documents.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference purposes.</p>		

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21	<p><u>Management Survey Case Files.</u> These consist of staff studies or management improvement projects regarding analyses of administrative policies and procedures, manpower surveys, organization and methods surveys and studies.</p> <p><u>Permanent.</u> Retire to FARC 4 years after file cutoff.</p>		
22	<p><u>IBWC Circulars, General Orders, General Regulations.</u> Consisting of the official file copy of each Circular, General Order or General Regulation. These issuances have been superceded by Administrative Orders.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference purposes.</p>		
23	<p><u>Case History Files on Circulars, General Orders and General Regulations.</u></p> <p><u>Permanent.</u> Retire to FARC with related Circulars, General Orders and General Regulations.</p>		
24	<p><u>Index to Circulars, General Orders, General Regulations.</u> This record is no longer being maintained.</p> <p><u>Permanent.</u> Retire to FARC with related Circulars, General Orders, and General Regulations.</p>		
25	<p><u>IBWC Administrative Orders Record Set.</u> Consists of the official file copy of each Administrative Order issued by the Commissioner.</p> <p><u>Permanent.</u> Place in inactive file when canceled or superceded. Retire to FARC when no longer needed for reference.</p>		
26	<p><u>IBWC, U.S. Section Manuals Record Set.</u> Volumes outline IBWC, U.S. Section; authorizations and procedures under applicable treaties and conventions, laws and Federal regulations.</p> <p><u>Permanent.</u> Place in inactive file when canceled or superceded. Retire to FARC when no longer needed for reference.</p>		

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27	<p><u>IBWC Water Bulletin Record Set.</u> Contains official record copy of each IBWC Water Bulletin when printed.</p> <p><u>Permanent.</u> Retain in current files.</p>		
28	<p><u>IBWC Water Bulletin Manuscript Files.</u> Editorial matter relating to the printing of a Water Bulletin, including drafts, printer's copies of galley and page proofs, and other working or control data used in the preparation of Water Bulletins.</p> <p>Cutoff at close of fiscal year in which related bulletin is printed. Destroy after 2 years.</p>		
29	<p><u>ADP Systems Planning Files.</u> Files document the installation of an ADP system from the initial inception to final system operation and include definitions of the system, request for the system, authorizing directives, and related papers.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference.</p>		
30	<p><u>Systems Operation Specifications and Design Files.</u> These documents consist of the detailed operating procedures for implementation of a specific data system. Includes policies, instructions, details of computer techniques, flow charts, logic charts, input/output document flow data, and similar operating instructions.</p> <p>Dispose of when related disc records produced by the system have been blanked.</p>		
31	<p><u>ADP Source Data Cards.</u> Punched cards contain data abstracted from source documents and are used to prepare disc records for printout of water bulletin data or used in preparation of special studies. Also included are punched cards used to prepare disc records for printout of financial accounting data and personal property inventory data.</p> <p>Dispose of when no longer needed for reference.</p>		
32	<p><u>Error/Edit Listing Files.</u> These are printouts showing errors and are used for editing purposes.</p> <p>Destroy after corrections have been made and verified.</p>		

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33	<p><u>Emergency Planning Files.</u> Files consist of emergency operating plans which provide for continuity of agency operations and other background papers such as changes to plan, coordinating actions, and other documents.</p> <p>a. Case files maintained by the office responsible for preparation and issuance of plan which includes record copy of plan.</p> <p><u>Permanent.</u> Cutoff when superseded or obsolete. Hold until no longer needed and retire to FARC.</p> <p>b. Copies of plans other than those maintained in case files above.</p> <p>Destroy when superseded or obsolete.</p>		
34	<p><u>Emergency Test and Exercise Files.</u></p> <p>a. Consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.</p> <p><u>Permanent.</u> Cutoff at close of fiscal year in which test is completed. Hold 2 years and retire to FARC</p> <p>b. Other papers accumulating from emergency operations tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, copies of reports.</p> <p>Cutoff at close of fiscal year in which test is completed. Destroy after 3 years.</p>		
35	<p><u>Visitor Control Files.</u> Registers or logs used to record names of visitors, such as outside contractors, service personnel, vendor's representatives and visitors.</p> <p>Cutoff at close of fiscal year or after final entry in register, as appropriate. Destroy after 2 years.</p>		
36	<p><u>Photograph, Slide, and Motion Picture Files.</u> Files consist of still photographic prints, negatives, slides, negatives, and motion pictures pertaining to IBWC programs, functions, and important individuals or groups of individuals.</p> <p><u>Permanent.</u> Retain in current files. Offer to National Archives (NNV) when no longer needed for reference.</p>		

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37	<p><u>Credentials and IBWC Identification Card Files.</u></p> <p>a. Documents pertaining to the issuance of IBWC identification cards and other credentials necessary for travel across and along the international boundary by members of the U.S. and Mexican Sections for official Commission purposes. Included are materials relating to approvals by the United States and Mexican Commissioners, clearances for travel along the boundary of one country by nationals of the other country, investigations of incidents in connection with boundary crossing and travel and related papers.</p> <p><u>Permanent.</u> Close at end of fiscal year. Retire to FARC when no longer needed for reference.</p> <p>b. <u>Identification Cards, United States Section.</u></p> <p>Cancel individual cards when employee is separated. Destroy card or return canceled card to employee.</p>		
38	<p><u>Passport Files.</u> Requests for passport actions, receipts, clearances, correspondence, and related papers generated in obtaining passports for personnel performing foreign travel.</p> <p>Destroy when employee is separated, or when passport has expired with request for renewal, or when revoked, whichever is earlier.</p>		

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39	<p><u>Budget Correspondence Files.</u> Correspondence and records of the IBWC Headquarters budget office showing agency policy and procedures governing budget administrations, and reflecting policy decisions affecting expenditures for agency programs.</p> <p><u>Permanent.</u> Retain in current files area. Retire to FARC when no longer needed for reference.</p>		
40	<p><u>Budget Estimates.</u> Budget estimates prepared or consolidated in the IBWC Headquarters budget office comprising appropriation language sheets, narrative statements, and related schedules and data.</p> <p><u>Permanent.</u> Retire to FARC when no longer needed for reference.</p>		
41	<p><u>Budget Working Files.</u> Work papers, cost statements and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates.</p> <p>Cutoff at close of fiscal year. Retain in current files area. Destroy when no longer needed for reference.</p>		
42	<p><u>Procurement Registers.</u> Registers maintained to record and control the assignment of numbers to contracts, purchase orders, invitations to bid, interagency agreements, requisitions and similar type documents and to record other data relative to processing of procurement actions.</p> <p>Cutoff at close of fiscal year in which final entries are made on all procurement action entered for that year. Destroy after 6 years.</p>		
43	<p><u>Purchase Transaction Files.</u> Consist of documents relating to the initiation, administration, negotiation, award, inspection, testing, acceptance, and payment of purchase transactions.</p> <p>a. Purchase orders or comparable instruments for amounts \$2,500 or less.</p> <p>Place in inactive file when transaction is completed. Cutoff inactive file at end of fiscal year. Destroy after 3 years.</p>		

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	<p>b. Purchase orders or comparable instruments for amounts of more than \$2,500.</p> <p>Place in inactive file when final payment is made. Cutoff inactive file at close of fiscal year and retire to FARC. Destroy 6 years after cutoff.</p> <p>c. Purchase order working files maintained by operating offices.</p> <p>Cutoff at close of fiscal year in which final payment is made. Destroy after 2 years.</p>		
44	<p><u>Bidder Records</u> including records of qualified or disqualified bidders, bidders mailing lists, bidders list applications such as SF-129 and other similar or related papers.</p> <p>Destroy when canceled or superseded, or when company is removed from qualified bidders list or similar record.</p>		
45	<p><u>Bid Files</u>. Case files of bids received from prospective contractors for various supplies, equipment, and/or services.</p> <p>a. Successful Bids.</p> <p>File in official contract or purchase transaction file.</p> <p>b. Unsuccessful Bids.</p> <p>Cutoff at end of fiscal year in which denied. Hold 1 year and retire to FARC. Destroy 6 years after cutoff.</p>		
46	<p><u>Unsolicited Proposal Files</u>. Consisting of individual and outside contractor's unsolicited proposals and supporting papers; findings and evaluations; acknowledgement receipts; denial information and other related papers.</p> <p>a. Awarded.</p> <p>Place in official contract or purchase transaction case file.</p> <p>b. Rejected.</p> <p>Cutoff at end of fiscal year in which denied. Destroy after 1 year.</p>		

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47	<p><u>Official Contract Files.</u> These files consist of the following papers: Pre-award documentation; Successful contract proposal and supporting papers and contract; modifications and supporting documents; payment record; correspondence; close-out documents such as project evaluation and acceptance statement, final audit report, cost analysis, memoranda of final settlement, contractor's release, and evaluation of overall performance; brief description of various type reports. Documents contained in the official contract file include such items as findings and determinations, additional solicitation instructions and conditions, contract proposal reviews, contract primary proposals, record of contract negotiations, contract summary and approvals, equipment and materials specifications, and related documents and correspondence.</p> <p>a. Contracts for less than \$2,500.</p> <p>Place in inactive file when closed or upon final payment. Cutoff inactive file at close of fiscal year. Destroy after 3 years.</p> <p>b. Contracts for more than \$2,500.</p> <p>Place in inactive file when closed or upon final payment. Cutoff inactive file at close of fiscal year. Hold 2 years and retire to FARC. Destroy 6 years after cutoff.</p> <p>c. Contracts for more than \$25,000 which deviate from established precedents with respect to agency procurement programs, and contracts which have been selected as samples.</p> <p><u>Permanent.</u> Place in inactive file when closed or upon final payment. Cutoff inactive file at close of fiscal year. Hold 2 years and retire to FARC.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
48	<p><u>Interagency Agreement Case Files.</u> Files which reflect formal agreement between Federal entities to perform services on reimbursable basis. Documents include pre-award data such as contract status control; request for contract action; basic interagency agreement and sub-agreement; modifications and supporting papers; cost estimates and related data; voucher transfers between appropriations and/or funds; vouchers and schedules of withdrawals and credits; technical, financial, and other miscellaneous reports, and related papers.</p> <p>a. Sample case files.</p> <p><u>Permanent.</u> Place in inactive file when final payment is made. Cutoff inactive file at close of fiscal year. Hold 2 years and retire to FARC.</p> <p>b. All other interagency agreement case files.</p> <p>Place in inactive file when final payment is made. Cutoff inactive file at close of fiscal year. Hold 2 years and retire to FARC. Destroy 6 years after cutoff.</p>		
49	<p><u>Contract Monitoring Case Files.</u> Working files maintained by offices responsible for administering or monitoring contracts and interagency agreements. Case papers include duplicate copies of documents found in the official contract or interagency agreement case file and additional back-up materials such as notes and working papers concerning contractor activities, evaluation of contractor proposals, submissions, and reports; copies of correspondence concerning sub-contractor activities; and routine communications pertaining to administering the individual contract or interagency agreement.</p> <p>Cutoff at close of fiscal year in which final payment is made. Hold 2 years and retire to FARC. Destroy 6 years after cutoff.</p>		