

Request for Records Disposition Authority

Records Schedule Number DAA-0412-2013-0014

Schedule Status Approved

Agency or Establishment Environmental Protection Agency

Record Group / Scheduling Group Records of the Environmental Protection Agency

Records Schedule applies to Agency-wide

Schedule Subject Acquisitions and Contracts

Internal agency concurrences will be provided No

Background Information This schedule covers records of activities related to management and oversight of the acquisition of goods and services. Excludes: Superfund, Brownfields, and oil spill site-specific acquisitions and contracts, and final deliverables and reports.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2013-0014

Sequence Number	
1	Acquisitions and Contracts
1.1	FAIR records and bid protest appeals Disposition Authority Number: DAA-0412-2013-0014-0001
1.2	Procurements exceeding the acquisition threshold and contract records Disposition Authority Number: DAA-0412-2013-0014-0002
1.3	Routine acquisitions records Disposition Authority Number: DAA-0412-2013-0014-0003
1.4	Short term acquisitions records Disposition Authority Number: DAA-0412-2013-0014-0004
1.5	Other acquisitions records Disposition Authority Number: DAA-0412-2013-0014-0006

Records Schedule Items

Sequence Number					
1	Acquisitions and Contracts				
1.1	<p>FAIR records and bid protest appeals</p> <p>Disposition Authority Number DAA-0412-2013-0014-0001</p> <p>Includes, but is not limited to: bid protest appeals consisting of notices of appeal, written memoranda of arguments, legal briefs (if any filed), transcripts of any hearings held, correspondence, decisions, and related records; and Federal Activities Inventory Reform (FAIR) Act records documenting the implementation of Office of Management and Budget (OMB) Circular No. A-76, Performance of Commercial Activities, including inventories, reviews, consultations, summary reports, commercial activity codes, challenges, appeals, decisions, planning documents, public announcements, accountability statements, cost calculations, and performance measures.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>EPA 1004 item a</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation GRS 3/18a N1-412-07-1/15a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close when action is completed.</p> <p>Retention Period Destroy 10 year(s) after file closure.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	EPA 1004 item a	
Manual Citation	Manual Title				
EPA 1004 item a					
1.2	Procurements exceeding the acquisition threshold and contract records				

Disposition Authority Number **DAA-0412-2013-0014-0002**

Includes, but is not limited to: contract management records for program related procurements (e.g., environmental modeling) as well as administrative procurements (e.g., guard services) and maintained by contracting officers (COs) and contracting officer's representatives (CORs), including correspondence and other documents related to the award, administration, receipt, inspection, payment, review, and audit of contracts (except Superfund, Brownfields, and oil spill site-specific contracts covered by schedule 1036); routine procurement files documenting the acquisition of goods and non-personal services maintained by the procurement organization and that exceed the acquisition thresholds that are in effect at the time of acquisition award, including purchase documents such as purchase requisitions, travel and training authorizations, credit card and bank card slips, direct deposit forms for vendors, specifications, bids, schedules of delivery, initiating requisitions, records of receipt, inspection, and payment; and solicited and unsolicited bids and proposals for large purchases when filed separately from the contract files.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
EPA 1004 item b	

GRS or Superseded Authority Citation **GRS 3/3a(1)(a)
GRS 3/3a(2)(a)
N1-412-06-6/5a
N1-412-06-6/5b
N1-412-06-6/5c
GRS 3/5b(2)(a)
N1-412-07-44d
N1-412-07-65/1a
N1-412-07-65/1b
N1-412-07-65/1c
N1-412-07-65/1d
N1-412-07-65/1e**

Disposition Instruction

1.3

Cutoff Instruction Close when activity completed or final payment for overall contract is made.

Retention Period Destroy 6 year(s) and 3 month(s) after file closure.

Additional Information

GAO Approval Not Required

Routine acquisitions records

Disposition Authority Number DAA-0412-2013-0014-0003

Includes, but is not limited to: administrative reports and data relating to procurement operations, including reports and data used for workload or other purposes; canceled solicitations for formal solicitations of offers to provide products or services that were canceled prior to award of a contract, including invitations for bids, requests for proposals (RFPs), requests for quotations (RFQs), presolicitation 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 cancellation; and data submitted to the Federal Procurement Data System (FPDS).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
EPA 1004 item c	

GRS or Superseded Authority Citation GRS 3/3d
GRS 3/5c(1)
N1-412-07-64/1a
N1-412-07-64/1b

Disposition Instruction

Cutoff Instruction Close at end of fiscal year, after cancellation, or after data transfer.

Retention Period Destroy 5 year(s) after file closure.

1.4

Additional Information

GAO Approval Not Required

Short term acquisitions records

Disposition Authority Number DAA-0412-2013-0014-0004

Includes, but is not limited to: purchase card logs and supporting documentation; records related to printing services maintained by the procurement office, including copies of requisitions, invoices, specifications, and related records; routine procurement files documenting the acquisition of goods and non-personal services maintained by the procurement organization and that are below the acquisition thresholds that are in effect at the time of the acquisition award, including purchase documents such as purchase requisitions, travel and training authorizations, credit card and bank card slips, direct deposit forms for vendors, specifications, bids, schedules of delivery, initiating requisitions, records of receipt, inspection, and payment; small and disadvantaged business utilization records, including correspondence, reports, studies, goal statements, and related records; and solicited and unsolicited unsuccessful bids and proposals for small purchases.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
EPA 1004 item d	

GRS or Superseded Authority Citation
 GRS 3/3a(1)(b)
 GRS 3/3a(2)(b)
 GRS 3/5b(1)
 GRS 3/17
 GRS 3/6a

Disposition Instruction

Cutoff Instruction Close at end of fiscal year, or after completion or cancellation, or after date of award or final payment.

Retention Period Destroy 3 year(s) after file closure.

1.5

Additional Information

GAO Approval Not Required

Other acquisitions records

Disposition Authority Number DAA-0412-2013-0014-0006

Includes, but is not limited to: lists or card files of acceptable bidders; obligation copies of routine procurement files maintained by finance offices; and other copies of routine procurement files used by component elements of a procurement office for administrative purposes.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
EPA 1004 item f	

GRS or Superseded Authority Citation GRS 3/3b
GRS 3/3c
GRS 3/5d

Disposition Instruction

Cutoff Instruction Close when funds are obligated, or no longer needed for current agency business.

Retention Period Destroy immediately after file closure.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/09/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
09/11/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/16/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/16/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Crosswalk for schedule 1004
June 20, 2013

402 Acquisitions

Activities related to management and oversight of acquisitions of goods and services.
Excludes: Superfund, Brownfields, and Oil Spill Site-Specific acquisitions and grants.

Previous Schedule	Previous Title	Previous Retention	New Schedule
036a(1)(a) GRS 3/3a(1) (a)	Routine Procurement Files – Procurement organization copy of transactions that exceed the thresholds, dated on or after July 3, 1995	Close inactive records upon completion. Destroy 6 years, 3 months after file closure.	1004b
036a(1)(b) GRS 3/3a(1) (b)	Routine Procurement Files – Procurement organization copy of transactions below the thresholds, dated on or after July 3, 1995	Close inactive records upon completion. Destroy 3 years after file closure.	1004d
036a(2)(a) GRS 3/3a(2) (a)	Routine Procurement Files – Procurement organization copy of other transactions exceeding \$2,000, dated earlier than July 3, 1995	Close inactive records upon completion. Destroy 6 years, 3 months after file closure.	1004b
036a(2)(b) GRS 3/3a(2) (b)	Routine Procurement Files – Procurement organization copy of other transactions under \$2,000, dated earlier than July 3, 1995	Close inactive records upon completion. Destroy 3 years after file closure.	1004d
036b GRS 3/3b	Routine Procurement Files – Obligation copy held by Finance offices	Destroy when funds are obligated.	1004f
036c GRS 3/3c	Routine Procurement Files – Other copies of records described above used by component elements of a procurement office for administrative purposes	Destroy upon termination or completion.	1004f
036d GRS 3/3d	Routine Procurement Files – Data submitted to the Federal Procurement Data System (FPDS)	Close inactive records upon transfer. Destroy 5 years after file closure.	1004c
202a N1-412-06-6/5a	Contract Management Records – Contracting Officer (CO)	Close inactive records upon final payment for the overall contract. Destroy 6 years and 3 months after file closure.	1004b
202b N1-412-06-6/5b	Contract Management Records – Contract-level Contracting Officer's Representative (COR)	Close inactive records upon filing of final invoice or completion or termination of the task order or work assignments. Destroy 6 years and 3 months after final payment for the overall contract.	1004b
202c N1-412-06-	Contract Management Records – Other Contracting Officer's	Close inactive records upon filing of final invoice or	1004b

Crosswalk for schedule 1004
June 20, 2013

Previous Schedule	Previous Title	Previous Retention	New Schedule
6/5c	Representatives (CORs)	completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.	
275a GRS 3/5a	Solicited and Unsolicited Bids and Proposals Files – Successful bids and proposals	File with related records and follow disposition instructions for related records (EPA 020 for Superfund site-specific contracts or EPA 202 for other contracts).	1004 guidance
275b(1) GRS 3/5b(1)	Solicited and Unsolicited Bids and Proposals Files – Solicited and unsolicited unsuccessful bids and proposals – Small purchases	Destroy 1 year after date of award or final payment, whichever is later.	1004d
275b(2)(a) GRS 3/5b(2) (a)	Solicited and Unsolicited Bids and Proposals Files – Solicited and unsolicited unsuccessful bids and proposals – Large purchases when filed separately from contract case files	Destroy when related contract is completed (6 years and 3 months after final payment for the overall contract).	1004b
275b(2)(b) GRS 3/5b(2) (b)	Solicited and Unsolicited Bids and Proposals Files – Solicited and unsolicited unsuccessful bids and proposals – Large purchases when filed with contract case files	File with related records and follow disposition instructions for related records (EPA 020 for Superfund site-specific contracts or EPA 202 for other contracts).	1004 guidance
275c(1) GRS 3/5c(1)	Solicited and Unsolicited Bids and Proposals Files – Canceled solicitations – Formal solicitations of offers to provide products or services that were canceled prior to award of a contract	Destroy 5 years after date of cancelation.	1004c
275c(2) GRS 3/5c(2)	Solicited and Unsolicited Bids and Proposals Files – Canceled solicitations – Unopened bids	Return to bidder.	1004e
275d GRS 3/5d	Solicited and Unsolicited Bids and Proposals Files – Lists or card files of acceptable bidders	Destroy when superseded or obsolete.	1004f
290a N1-412-07-64/1a	Administrative Reports and Data Relating to Procurement Operations – Reports and data relating to procurement operations	Close inactive records at end of year. Destroy 6 years after file closure.	1004c
290b N1-412-07-64/1b	Administrative Reports and Data Relating to Procurement Operations – All other reports	Close inactive records at end of year. Destroy 5 years after file closure.	1004c

Crosswalk for schedule 1004
June 20, 2013

Previous Schedule	Previous Title	Previous Retention	New Schedule
	and data		
297a GRS 3/17	Small and Disadvantaged Business Utilization – Record copy	Destroy when 3 years old.	1004d
348d N1-412-07-44d	Pesticide Usage Survey Data and Documentation – Contract implementation and administration records	Close inactive records when survey completed. Destroy 6 years after file closure.	1004b
535a GRS 3/6a	Public Printer Files – Printing procurement unit copy of requisition, invoice, specifications, and related papers	Destroy 3 years after completion or cancellation of requisition.	1004d
625a N1-412-07-65/1a	Guard Service Performance – Contracts	Close inactive records after completion of the contract. Destroy 2 years after file closure.	1004b
625b N1-412-07-65/1b	Guard Service Performance – General correspondence	Close inactive records at end of year. Destroy 2 years after file closure.	1004b
625c N1-412-07-65/1c	Guard Service Performance – Nonperformance of assigned duties records	Close inactive records after completion of contract. Destroy 1 year after file closure.	1004b
625d N1-412-07-65/1d	Guard Service Performance – Post orders	Close inactive records as a Post Order is superseded or discontinuance of the post. Destroy 1 year after file closure.	1004b
625e N1-412-07-65/1e	Guard Service Performance – Special orders	Close inactive records upon termination of the Special Order. Destroy 6 months after file closure.	1004b
673a GRS 3/18a	Federal Activities Inventory Reform (FAIR) Act Records – Circular No. A-76 case files and studies maintained by office having primary responsibility	Close inactive records when action is completed. Destroy 10 years after file closure.	1004a
679a N1-412-07-1/15a	Bid Protest Appeals – Record copy	Close inactive records at end of year. Destroy 10 years after file closure.	1004a