

Figure 10-4. COR File Guidelines

COR FILE GUIDELINES

A. CONTENTS OF COR FILES

To the extent that contractual documents and correspondence do not explain all actions taken, suitable records must be prepared promptly and placed in the official COR file. The importance of maintaining complete and orderly files cannot be overemphasized. All COR generated memoranda/notes of meetings, telephone conversations, trips, etc., relating to the contract must cite the contract number. A copy of all correspondence must be furnished to the Contracting Officer and all other interested parties having a need to know. Documents that may contain Contractor proprietary data or other business-sensitive information should not be released outside the Government without approval of the Contracting Officer.

A complete COR file should contain the following documentation:

1. A duplicate copy of the COR nomination and appointment letters.
2. Documentation supporting completion of COR training.
3. A copy of the COR's Confidential Financial Statement.
4. A copy of the procurement request(s).
5. A copy of the request for proposal and all amendments.
6. A copy of the Contractor's technical proposal.
7. Copies of pre-award correspondence.
8. A copy of the contract and all modifications.
9. A copy of all correspondence with the Contractor, Contracting Officer, ACOR, technical assistant, and other Government officials involved in the contract, task order and/or delivery order.
10. A record of all Government Furnished Property, the date provided to the Contractor, and the condition of the property when provided.
11. Name, position/title, phone number, and function of every Government person who is providing technical or administrative assistance.
12. A copy of all Alternate COR appointment letters.
13. Name, position/title, phone number, and email address of the ACOR(s).

14. A Government Quality Surveillance Plan describing when, where, and how surveillance is accomplished and how the results will be used.
15. Copies of the minutes and list of attendees for each contract related meeting.
16. Copies of test reports (if applicable).
17. Contract working log/notes.
18. Memoranda of phone conversations, meetings, and discussions relating to the contract.
19. Government inspector's performance log.
20. An outline showing any important dates or milestones.
21. Contractor inspection procedure and log (if provided).
22. Record of unforeseeable situations, conditions, Acts of God, etc., and any action taken to minimize adverse consequences.
23. A tickler system showing all due dates.
24. Copies of all Contractor performance reports.
25. Description of Contractor performance or provisional deficiencies and steps taken to correct them.
26. A system of documenting all labor hours, costs, and travel dollars authorized and expended.
27. Copies of all invoices and receipt documents processed from the Contractor.
28. Copies of all receipt and acceptance documents processed.
29. Any additional supporting documentation.
30. Record of overall Contractor performance evaluation at the end of the contract, delivery order, or task order.
31. Letter terminating COR appointment (if applicable).
32. Minutes of the Contracting Officer's debriefing of the COR at the end of the contract.
33. Copies of all Contractor Monthly Status Reports.

B. DISPOSITION OF COMPLETED COR FILES

The CORs records are part of the official post award contract files and must be forwarded to the Contracting Officer for retirement with the official contract file upon completion of the contract. Documents which pertain to the contract must be clearly identified when forwarded by the Contracting Officer. Any additional duplicate copies of file documents in the possession of the COR must be destroyed as soon as they have served their purpose, but in no event will such documents be retained for longer than one (1) year after acceptance of final deliverable under the contract. However, records related to unsettled claims, open investigations, cases under litigation, or similar matters must be preserved until final clearance or settlement of the matters even though retention of these records may exceed a period longer than 6 years and 3 months after final payment.