

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO

NCI-95-841

DATE RECEIVED

10-7-83

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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-7-83
Date

[Signature]
Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
US Department of Agriculture

2 MAJOR SUBDIVISION
Forest Service

3 MINOR SUBDIVISION
Administrative Services(Procurement)

4 NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5 TEL EXT

382-9897

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

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<i>9-27-83</i>	Mary H. Davis <i>Mary H. Davis</i>	Records Manager Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>The records in the 6300 series were generally approved under Job #NN1-166-136 (March 14, 1966). A new schedule is being submitted because NARS unscheduled some of the file designations. Also, the entire file plan needed to be updated.</p> <p>6300 Procurement (Includes general correspondence and other records pertaining to management, policy, interpretation of procurement practices established for organizational levels of Forest Service. These records are based on policy generated from the GSA and the Office of Federal Procurement and Policy. Files also include pertinent laws, regulations and translations which were previously filed under 6310 and 6320.)</p> <p><u>All offices:</u> Destroy records when 5 years old.</p>		<i>10 items</i>

*to agency, 11/9/83, by RTB
to NNF ~~sent 11-10-83~~ sent 11-10-83 by DMW.
+ all FRC's (except to KP) - 11/10/83 sent 11-16-83 by DMW.
MDC sheet attached to FRC copies*

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>6300-2 Reports (Quarterly Reports submitted to USDA, GSA, Congress, and so forth. Reports would include AD-760 Report of Individual Procurement, SF 281 FPDS-Summary of Contract Actions of \$10,000 or Less and Subcontract Data on Selected Prime Contracts, and so forth.)</p> <p><u>All offices:</u> Destroy records when 10 years old.</p>		
3	<p>6300-4 Procurement Preference Programs (Includes general correspondence, reports and procedures for establishment of goals for Small Business Administration, SBA 8 (a) Contracts, Women-Owned Businesses and Minority Businesses.)</p> <p><u>All offices:</u> Destroy records when 5 years old.</p>		
4	<p>6300-5 GAO/OGC Opinion (General correspondence and decisions pertaining to procurement policy.)</p> <p><u>All offices:</u> Destroy records when 10 years old.</p> <p>6310-1 Commissary (Deleted. File any existing records under 6310.)</p>		
5	<p>6320 Contracting (Includes general correspondence regarding contracting and related procedures.)</p> <p><u>All offices:</u> Destroy records when 2 years old.</p>	(GRS 3-3)	
6	<p>6320-1 Bids, Proposals and Contracts (Title change only.)</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
7	<p>6320-1-1 Solicited and Unsolicited Unsuccessful Bids and Proposals (Title Change) (Includes records related to unsuccessful bids and proposals.)</p> <p><u>All offices:</u> Destroy records with related contract case filed under 6320-1.</p>	GRS3-6(b)(2)	
8	<p>6320-1-3 Area of Labor Surplus (Publication issued quarterly indicating area trends of Labor surplus) (TITLE CHANGE).</p> <p><u>All offices:</u> Destroy records every 3 months.</p> <p>6320-1-4 Labor Provisions. (Deleted. File under 6320 general and apply retention period.)</p> <p>6320-2 Cooperation (Deleted. File under 6320 general and apply retention period.)</p>		
9	<p>6330 Specifications, Standards, and Qualified Products (Includes general correspondence.)</p> <p><u>All offices:</u> Destroy records when 2 years old.</p> <p>6330-1 Qualified Products (Deleted. File records under 6330 and apply retention period.)</p> <p>6330-2 Specifications (Deleted. File records under 6330 and apply retention period.)</p> <p>6330-3 Standards (Deleted. File records under 6330 and apply retention period.)</p>	GRS 3-3	