

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec. 12/25/79

LEAVE BLANK

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

JOB NO

NCL-361-80-2

DATE RECEIVED

10-25-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-18-79 *Jane P. O'Neil*
Date *acting* Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Logistics Agency

2. MAJOR SUBDIVISION

Staff Director, Administration

3. MINOR SUBDIVISION

Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ms. Anne Nicewicz

5. TEL EXT.

274-6234

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 _____ 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 <i>15 Oct 79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE PETER I. TOMAI <i>[Signature]</i>	E. TITLE Chief, Records Management Branch Administrative Management Division
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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
1	<p><u>Financial Services Policies and Procedures (830.10)</u></p> <p>Policies, procedures and other documents involving the overall performance of financial services functions.</p> <p>Destroy 6 years after supersession or obsolescence.</p>		
2	<p><u>Price/Cost Analysis Reports (830.73)</u></p> <p>Reports, price/cost analyses documents, including pricing, contract repricing, (e.g., change orders), terminations, and final pricing actions on flexibly-priced contracts.</p> <p>a. Pricing and repricing reviews of proposals exceeding \$100,000 - Destroy after the end of the eighth fiscal year following initiation of the review. <i>9 years.</i></p> <p>b. Documents of other price/cost analyses, including terminations and other final pricing actions - Destroy after the end of the third fiscal year following initiation of the review. <i>4 years.</i></p> <p>c. <u>Exception:</u> Documents associated with controversial matters or which establish a historical pricing data bank or record will be retained beyond the above specified retention period until their purpose has been served and then destroyed. <i>4 items</i></p>		

Agency copy sent 1/7/80 gm NNG-1-14-80
Copy to All FRC 1/15/80
Closed out - 1-18-80

RG 361 (NCI-361-80-2)

MASS DATA CHANGE WORKSHEET

Old Disposal Authority	Old Retention Period	New Disposal Authority	New Retention Period	Net Difference in Number of Years (+ or -)	Mass Change	Center Change
5015-1/830/73	3 years	5015-1/830/73A 5015-1/830/73B	9 years 4 years	+ 6 + 1		X
<p>Note: Records already in centers under FN 830.73 probably will have to be converted to FN 830.73A.</p>						

J. Nashan

S.M.

BACKGROUND INFORMATION

These files relate to the general aspects of the administration of contracts. They include financial services policies and procedures and price/cost analysis reports.

The files in Item 1 are maintained by Headquarters, Defense Logistics Agency and by DLA Contract Administration Services field activities. The files in Item 2 are maintained by DLA Contract Administration Services field activities.

Item 1 A new file number is required for financial services policies and procedures to separate the general pricing policies from company pricing and costing actions, presently filed in #830.75, a 4-year file.

Current disposition standard: None

Recommended standard: As shown on SF 115

Item 2 The description of the file has been revised and the retention period changed.

The need to retain pricing workfiles beyond 3 years as in the current disposition standard was recently surfaced in connection with several GAO reports of possible defective pricing. The files had been destroyed in accordance with current disposition instructions. Unfortunately, the need does not always arise within the 3 year period. In light of the above, a change to the disposition standard is required.

Current disposition standard: Destroy after 3 years, except that documents associated with GAO inquiries, controversial matters, and documents which establish a historical pricing data bank or record should be retained until their purpose has been served.

Recommended standard: As shown on SF 115

Enclosed is additional data in support of Item 2 (Copy DLA Inter-Office Memo, 22 Jun 79).

- 820.20 Contract Awards Review
Documents relating to review and approval or disapproval by a higher echelon of a contracting officer's proposed awards, excluding contracting officer's copies which will be filed with action to which related. (Destroy after 2 years.)
- 820.30 Canceled Procurement Requests (RFP/IFB Issued) *
Documents relating to proposed procurement actions which are canceled after issuance of invitations for bids (IFB) or requests for proposals (RFP) because of cancellation of the requirement or other factors causing the contracting officer to determine that an award will not be made. (Destroy after 2 years.)
- 820.31 Canceled Procurement Requests (RFP/IFB Not Issued) *
Procurement Requests which are canceled before issuance of IFBs and RFPs including related documents. (Destroy after 1 month.)
- 820.40 Perishable Subsistence Requisitions
Original requisitions for perishable subsistence received from installations and activities and used by purchasing agents and contracting officers of the Defense Personnel Support Center as a basis for preparation of Notices of Intent to Purchase (NIP). Includes copies of, or references to related NIPs, shipping orders, and contracts or purchase orders; however, the record copies of NIPs, contracts, and other appropriate papers are filed with related contracts. (Destroy 1 year after completion of purchase action.)
- 820.60 Inspection Case Files
(Superseded by 850-series.)
- 820.80 Tax Exemption Certificates
Documents relating to or reflecting the issue of tax exemption certificates to show proof of exemption of taxes excluded from the contract price under procurement regulations. (Destroy after 4 years.)

830 CONTRACT ADMINISTRATION. Relates to the general aspects of the administration of contracts not otherwise covered in the 800-series.

NOTE: Former 830-series numbers relating to SMALL BUSINESS matters are superseded by numbers in the 816-series.)

- 830.02 Contract Administration (General)
Documents relating to overall matters of contract administration, which due to their general nature, cannot logically be filed elsewhere in the 830-series. (Destroy after 6 years.)
- 830.03 Contract Administration Policies and Procedures
Documents relating to major policies and procedures for performing contract administration functions including a record set of the DDCAS Policy Book and documents implementing policies stated therein. (Office of Plans and Management and Executive Directorate, Contract Administration, DDCAS, HQ DSA - Permanent. Others - Destroy 6 years after supersession or obsolescence.)

830.73 Price/Cost Analysis Reports
Reports to contracting officers concerning the analysis of contractor's priced proposals and all documentation supporting the price analyst's findings and/or recommendations. (Destroy after 3 years except that documents associated with GAO inquiries, controversial matters, and documents which establish a historical pricing data bank or record should be retained until their purpose has been served.)

830.75 Company Pricing and Cost Analysis
Documents relating to negotiating with commercial concerns as to future pricing methods for improved pricing on contracts and negotiating price adjustments and agreements required by contract clauses, such as overhead rates, wage rates, price escalation, and price redeterminations. Excludes documents maintained by contracting officers as a part relating to individual contract files. (Destroy 4 years after establishment of a revised pricing agreement or when the commercial concern is no longer considered a prospective source of supply, whichever is sooner.)

835 PACKAGING/MATERIALS HANDLING. Relates to the functions of preservation-packaging, packing, marking, and materials handling as they pertain to the pre-award and delivery phases of procurement, excluding documents proper for filing in contract files. *

835.01 Packaging/Materials Handling Administration (General)
Documents relating to the overall administration of preservation-packaging, packing, marking, and materials handling functions, which due to their general nature cannot logically be filed elsewhere in the 835-series. (Destroy after 6 years).

835.05 Preservation-Packaging and Packing
Documents relating to the implementation and use of packaging and packing policies and programs. (Destroy when superseded, obsolete or no longer needed for reference).

835.10 Marking
Documents relating to the implementation and use of marking (packaging/pack identification, shipment, handling and storage) policies and programs. (Destroy when superseded, obsolete or no longer needed for reference).

835.15 Materials Handling
Documents relating to the implementation and use of materials handling policies and programs and the application and use of facilities for transporting materials in-plant and for shipment. Includes pallets, unit loads, consolidation containers, vehicle loading plans and associated blocking, bracing and other forms of dunnage. (Destroy when superseded, obsolete or no longer needed for reference).