

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0372-2020-0022**  
Schedule Status                      **Approved**

Agency or Establishment              **Defense Contract Audit Agency**  
Record Group / Scheduling Group      **Records of the Defense Contract Audit Agency**  
Records Schedule applies to              **Agency-wide**  
Schedule Subject                      **Contract Audit Case Files and Services**  
Internal agency concurrences will be provided      **No**

Background Information              **This schedule is being submitted to increase the retention to ten years for temporary items in the 800 series. Note that item 820.3 (Contract Brief Card), under authority N1-372-90-002, item 28, is obsolete and no longer used. This schedule covers audit records created before 2017. Audit records created in 2017 and later are contained in the Caseware Audit Management System and are covered by schedule DAA-0372-2018-0001.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>16</b>	<b>0</b>	<b>16</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0372-2020-0022

Sequence Number	
1	820.1 Contract Correspondence Disposition Authority Number: DAA-0372-2020-0022-0001
2	820.5.a Single Contract Incurred Costs Disposition Authority Number: DAA-0372-2020-0022-0002
3	820.5b Multi-Contract Incurred Costs Disposition Authority Number: DAA-0372-2020-0022-0003
4	820.6a Individual Bid Proposals Disposition Authority Number: DAA-0372-2020-0022-0004
5	820.6b Should Cost Studies Disposition Authority Number: DAA-0372-2020-0022-0005
6	820.6c Agreements Disposition Authority Number: DAA-0372-2020-0022-0006
7	820.6d Estimating Systems Disposition Authority Number: DAA-0372-2020-0022-0007
8	820.6e Telephone Rate Requests Disposition Authority Number: DAA-0372-2020-0022-0008
9	820.6f Negotiation Memorandums Disposition Authority Number: DAA-0372-2020-0022-0009
10	820.7 Defective Pricing Disposition Authority Number: DAA-0372-2020-0022-0010
11	820.8b CAS Compliance Reviews Disposition Authority Number: DAA-0372-2020-0022-0011
12	820.8c CAS Price Adjustments Reviews Disposition Authority Number: DAA-0372-2020-0022-0012
13	820.9 Other Audits and Reviews Disposition Authority Number: DAA-0372-2020-0022-0013
14	850.5a Pre-Negotiations Disposition Authority Number: DAA-0372-2020-0022-0014
15	850.5b Attendance at Negotiations Disposition Authority Number: DAA-0372-2020-0022-0015
16	850.6 Other Audit Services Disposition Authority Number: DAA-0372-2020-0022-0016

## Records Schedule Items

Sequence Number	
1	<p><b>820.1 Contract Correspondence</b></p> <p>Disposition Authority Number      <b>DAA-0372-2020-0022-0001</b></p> <p><b>Correspondence relating to the specific contract or to an audit area related to a specific contractor</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-372-90-002 / 26</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of the fiscal year.</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>820.5.a Single Contract Incurred Costs</b></p> <p>Disposition Authority Number      <b>DAA-0372-2020-0022-0002</b></p> <p><b>Single contract records relating to the audit and review of costs which have been incurred or the appraisal of the contractor's operations and procedures which either contribute to, or have an impact on, costs charged to or expected to be charged to a specific Government contract, e.g., Performance and Financial Controls, Materials and Services, Labor, Indirect Expenses, Other Reviews, All Inclusive Audits, Special Audits, and Negotiation Memorandums.</b></p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p>

3	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
	GRS or Superseded Authority Citation	N1-372-90-002 / 30
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>820.5b Multi-Contract Incurred Costs</b>	
	Disposition Authority Number	DAA-0372-2020-0022-0003
	<b>Multi-contract records relating to the audit and review of costs which have been incurred or the appraisal of the contractor's operations and procedures which either contribute to, or have an impact on, costs charged to or expected to be charged to a specific Government contract, e.g., Performance and Financial Controls, Materials and Services, Labor, Indirect Expenses, Other Reviews, All Inclusive Audits, Special Audits, and Negotiation Memorandums.</b>	
	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
	GRS or Superseded Authority Citation	N1-372-90-002 / 31
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.

4	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>820.6a Individual Bid Proposals</b>	
	Disposition Authority Number	DAA-0372-2020-0022-0004
	<b>Individual bid proposals relating to the evaluation of individual forward pricing proposals and related papers required for the review and appraisal of prospective costs.</b>	
	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
	GRS or Superseded Authority Citation	NI-372-90-002 / 32/A
	<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at the end of the fiscal year.	
Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.	
5	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>820.6b Should Cost Studies</b>	
	Disposition Authority Number	DAA-0372-2020-0022-0005
	<b>Should cost studies relating to the evaluation of individual forward pricing proposals and related papers required for the review and appraisal of prospective costs.</b>	
	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

6	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NI-372-90-002 / 32/B
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>820.6c Agreements</b>	
	Disposition Authority Number	DAA-0372-2020-0022-0006
	<b>Agreements relating to the evaluation of individual forward pricing proposals and related papers required for the review and appraisal of prospective costs.</b>	
	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	
GRS or Superseded Authority Citation	NI-372-90-002 / 32/C	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cutoff at the end of the fiscal year.	
Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.	
<b>Additional Information</b>		
GAO Approval	Not Required	
7	<b>820.6d Estimating Systems</b>	
	Disposition Authority Number	DAA-0372-2020-0022-0007

**Estimating Systems relating to the evaluation of individual forward pricing proposals and related papers required for the review and appraisal of prospective costs.**

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

GRS or Superseded Authority Citation NI-372-90-002 / 32/D

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the fiscal year.

Retention Period Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.

**Additional Information**

GAO Approval Not Required

**820.6e Telephone Rate Requests**

Disposition Authority Number DAA-0372-2020-0022-0008

**Telephone rate requests relating to the evaluation of individual forward pricing proposals and related papers required for the review and appraisal of prospective costs.**

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

GRS or Superseded Authority Citation NI-372-90-002 / 32/E

8

9	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>820.6f Negotiation Memorandums</b>	
	Disposition Authority Number	DAA-0372-2020-0022-0009
	<b>Negotiation memorandums relating to the evaluation of individual forward pricing proposals and related papers required for the review and appraisal of prospective costs.</b>	
	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	
GRS or Superseded Authority Citation	NI-372-90-002 / 32/F	
10	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>820.7 Defective Pricing</b>	
	Disposition Authority Number	DAA-0372-2020-0022-0010
	<b>Records relating to performing audits of contracts containing defective pricing provisions and audit reports on the results of such audits.</b>	
	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
GRS or Superseded Authority Citation	NI-37290-002 / 33
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at the end of the fiscal year.
Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>820.8b CAS Compliance Reviews</b>	
Disposition Authority Number	DAA-0372-2020-0022-0011
<b>Records relating to reviewing contractor's disclosed practices to determine if such practices are in compliance with CAS and DAR.</b>	
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
GRS or Superseded Authority Citation	NI-372-90-002 / 35
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at the end of the fiscal year.
Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.
<b>Additional Information</b>	

11

12

GAO Approval Not Required

**820.8c CAS Price Adjustments Reviews**

Disposition Authority Number DAA-0372-2020-0022-0012

Records related to review, report preparation, and resolution of price adjustment proposals to comply with new Cost Accounting Standards or from voluntary changes to existing cost accounting practices or contractor's failure to comply with applicable Cost Accounting Standards.

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

GRS or Superseded Authority Citation NI-372-90-002 / 36

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the fiscal year.

Retention Period Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.

**Additional Information**

GAO Approval Not Required

13

**820.9 Other Audits and Reviews**

Disposition Authority Number DAA-0372-2020-0022-0013

Records relating to other audits and reviews not otherwise identified in 820.1 -- 820.8.

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

14

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

GRS or Superseded Authority Citation **NI-372-90-002 / 38**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Retention Period **Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending**

**Additional Information**

GAO Approval **Not Required**

**850.5a Pre-Negotiations**

Disposition Authority Number **DAA-0372-2020-0022-0014**

**Records relating to pre-negotiations**

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**

GRS or Superseded Authority Citation **NI-372-90-002 / 51**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Retention Period **Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.**

**Additional Information**

GAO Approval **Not Required**

15

**850.5b Attendance at Negotiations**

Disposition Authority Number **DAA-0372-2020-0022-0015**

**Records relating to attendance at negotiation conferences**

16	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
	GRS or Superseded Authority Citation	NI-372-90-002 / 52
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>850.6 Other Audit Services</b>	
	Disposition Authority Number	DAA-0372-2020-0022-0016
	<b>Records relating to audit services not otherwise identified in the 820 -- 850 series. Excludes audits and reviews of specific contracts (see 820.9).</b>	
	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	
GRS or Superseded Authority Citation	NI-372-90-002 / 53	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cutoff at the end of the fiscal year.	
Retention Period	Destroy 10 year(s) after cutoff, unless there are legal, audit, or other hold actions pending.	

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
12/18/2019	Certify	Greg Sullivan	Records Administrator	CM - CMR
03/06/2020	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/11/2020	Submit For Certification	Greg Sullivan	Records Administrator	CM - CMR
03/11/2020	Certify	Greg Sullivan	Records Administrator	CM - CMR
08/17/2020	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/07/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/08/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist