

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-374-02-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/28/01</i>	
1. FROM (Agency or establishment) DEFENSE THREAT REDUCTION AGENCY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HEADQUARTERS		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER LINDA M. POWELL	4. TELEPHONE NUMBER (703) 767-4718	DATE <i>4-18-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
5. 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11-19-01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandy Ford</i>		TITLE RECORDS OFFICER DEFENSE THREAT REDUCTION AGENCY
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>COMPREHENSIVE SCHEDULE FOR RECORDS OF THE DEFENSE THREAT REDUCTION AGENCY (ADDITION OF: ACQUISITION MANAGEMENT RECORDS).</p> <p>WHEN APPROVED, THE PROVISIONS OF THIS SCHEDULE WILL BE INCORPORATED INTO DTRA INSTRUCTION 5015.2.</p>		

SL Sent copies to agency, NWMW, NR

FILE #	SERIES TITLE	SUPERSEDING AUTHORITY	SERIES DESCRIPTION	PROPOSED DISPOSITION
"1401.01"	"FAR/DFAR Guidance"	"NI-374-89-5" 1401.01	"Letters and policy guidance related to implementation of FAR and Defense FAR Supplement."	Destroy when superseded, obsolete, and/or incorporated into the FAR or in a supplement to the FAR
"1401.02"	"Specific Procurement Policy"	"N1-374-89-5" 1401.02	"Memoranda and policy guidance related to DoD Directives/OSD Memoranda, year-end spending, studies and analysis, consulting services, and Advisory and Assistance Services."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 7 years old."
1401.03	Delegation of Authority		Memoranda related to delegation of procurement and procurement related authority, i.e., CAE, SPE, HCA, SADB, Competition Advocate, etc.	Destroy when superseded or obsolete.
"1401.06"	"Background and Concept Papers"	N1-374-89-5" 1401.06	"Background and concept papers supporting potential shift in AL policy."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 7 years old."
"1401.09"	"Technical Report Policy"	N1-374-89-5 1401.15	"Policy guidance and operational reports related to implementation of an effective Agency technical report policy."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 7 years old."
"1401.10"	"IMPAC Program Administration "	N1-374-89-5 1401.10	." Administrative support and management of the IMPAC program. (Certificate of Training, Cardholder Appointment memo, DTRA IMPAC Handbook , etc.)	Destroy when superseded or obsolete.
"1401.13"	"Ratification Actions"	"N1-374-00-01 (1401.16)"	"Reports, and copies of pertinent approval/disapproval of ratification actions by DTRA AL."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 7

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"1401.16"	"Program Management Guidance for Acquisition"	"N1-374-00-01"	"Letters and policy guidance related to implementation of DoDD 5000.1 and DoDI 5000.2"	Destroy when superseded, obsolete, an/or incorporated into the FAR or in a supplement to the FAR
"1402.01"	"Contracting Officer Appointments"	"N1-374-81-44"	"Documents reflecting appointment and recession of contracting officers., ."	"Destroy 3 years after recession or termination of appointment."
"1402.06"	"Annual Report to Industry"	"N1-374-81-44"	"Documents related to the release of advanced planning information to industrial firms or their use in future planning and to aid in submitting bids for required material. Includes synopses of advanced procurement planning, lists of bidders, and inquiries."	"Cutoff annually. Destroy when 6 years old."
1402.07	Congressional Inquiries		Documents and memoranda related to congressional inquiries.	Until final clearance or settlement, or, if related to a document identified in 1401.12 or 1401.14, for the retention period specified for the related document, whichever is related.
1402.08	"Program Management Review		Documents and memoranda related to Procurement Management Reviews	"Cutoff annually. Destroy when 5 years old."
1402.09	"Acquisition Training		Continuing Education Training Plan and related records. Included DAWIA related training and class rosters. ,	"Cutoff annually. Destroy when 5 years old."
1402.10	"Acquisition Related Reference Materials"		AL Library of Acquisition and Procurement Related Materials, includes videos, manuals, periodicals, etc.	"Cutoff annually. Destroy when 5 years old."
"1402.12"	"Workload Reports"	"N1-374-89-4" 1402.12	"Monthly Workload Reports – Metrics. Management analysis reports, i.e., Current Workload, Award Actions, close-outs, Ratifications, Protests, UCAs, etc. --"	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 7 years old."
1402.13	"Reportable		Includes documents and memoranda related to reportable	"Cutoff annually. Retire to

				years old."
"1401.16"	"Program Management Guidance for Acquisition"	"N1-374-00-01"	"Letters and policy guidance related to implementation of DoDD 5000.1 and DoDI 5000.2"	Destroy when superseded, obsolete, an/or incorporated into the FAR or in a supplement to the FAR
"1402.01"	"Contracting Officer Appointments"	"N1-374-81-44"	"Documents reflecting appointment and recessions of contracting officers., ."	"Destroy 3 years after recessions or termination of appointment."
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1402.13	"Reportable"		Includes documents and memoranda related to reportable	"Cutoff annually. Retire to

	Audits"		audits. Reportable audits include: Audits that contain findings and recommendations, whether or not the findings are qualified, covering estimating system surveys, accounting and related internal control system reviews, defective pricing reviews, cost accounting standards (CAS) issues, and CAS cost impact statement reviews, and audits that cover operations reviews, incurred costs including final indirect cost rates or auditor-determined final indirect cost rates referred to the ACO for final decision, final pricing submissions, termination settlement proposals, and claims, if reported costs or rates questioned or qualified equal \$100,000 for more. Ref: DODD 7640.2	HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 7 years old."
"1402.14"	"Contracts Completed and Closed-Out"	"N1-374-89-4 1402.14	"Backup coordination and procedural guidance supporting individual contract close-out work accomplished."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 7 years old."
"1402.18"	"Procurement Action Reporting"	N1-374-89-4 1402.18	"Reports of statistics concerning placement, status, delivery, and settlement of procurement actions. Includes consolidated reports and summaries. (Reports related to individual contracts will be disposed of with related contracts.)"	"Destroy 2 years after the end of the FY of preparation."
"1402.19"	"Government Property/Facilities (Maintained by Contractors)"	N1-374-89-4 1402.19	"Policy and procedural guidance and backup correspondence related to Government property in the possession of DTRA contractors (or the acquisition thereof)."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 7 years old."
"1403.02"	"Competition in Contracting Act"	"N1-374-89-11 1403.02	"Competition program and policy correspondence and background material. Includes competition advocate files, goal-setting, and reports."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 7 years old."
"1403.03"	"Historically	"N1-374-89-11	"General policy and procedural guidance related to the	"Cutoff annually. Retire to

	Black Colleges and Universities (HBCU) Program"	1403.03	HBCU Program."	HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 7 years old."
1403.04	Electronic Mail and Word Processing Copies		Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule.	Destroy within 180 days after the recordkeeping copy is produced or when no longer needed for dissemination, revision, or updating.