

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-374-89-5*

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

DATE RECEIVED *3/22/89*

1. FROM (Agency or establishment)

Defense Nuclear Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Command Services Directorate

In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

Support Services Division (Asst Dir/Log & Engr)

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TELEPHONE EXT.

325-1162

DATE


6/15/89 ARCHIVIST OF THE UNITED STATES
Claudia J. ...

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 17 Oct 88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE DNA Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
<i>16 items</i>	1401 <u>PROCUREMENT POLICY</u> Attached are three revised proposed pages (2-4) for DNAI 5015.4B, Defense Nuclear Agency Functional Filing System.		

115-108 *Copies sent to agency, NCF 6/19/89*

NSN 7540-00-634-4064

1401 PROCUREMENT POLICY. General matters of procurement policy will be maintained in this file if not properly assigned to a specific subject matter file.

1401.01 FAR/DFARS GUIDANCE. Letters and policy guidance related to implementation of FAR and Defense FAR Supplement.

Proposed Disposition

CUT OFF ANNUALLY. RETIRE TO WNRC 3 YEARS AFTER CUTOFF IF VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT); DESTROY 10 YEARS AFTER CUTOFF.

1401.02 SPECIFIC PROCUREMENT POLICY. Memoranda and policy guidance related to the referenced areas.

Proposed Disposition

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- a. DOD Directives/OSD Memoranda.
- b. Year-End Spending.
- c. Studies and Analysis.
- d. Consulting Services.
- e. Contract Advisory and Assistance Services (CAAS).

1401.03 DNA PROCUREMENT INSTRUCTIONS. Correspondence, coordination and back up for DNA procurement instructions issued by AM.

Proposed Disposition

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1401.04 OFFICE SOP. Correspondence and backup supporting the issuance of SOP changes as they become necessary.

Proposed Disposition

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1401.05 FIELD COMMAND/AFRRI PROCUREMENT POLICIES. Back up and guidance related to specific policies applicable to Field Command and AFRRI.

Proposed Disposition

CUT OFF ANNUALLY. RETIRE TO WNRC 3 YEARS AFTER CUTOFF IF VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT); DESTROY 10 YEARS AFTER CUTOFF.

1401.06 NEW POLICY DIRECTIONS. Background and concept papers supporting potential shift in AM policy.

Proposed Disposition

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1401.07 DNA CONTRACTING INITIATIVES/ISSUES. Backup and coordination related to development of AM policy in the following listed procurement initiatives.

- a. Options and Task Ordering
- b. Source Selection Policy
- c. PRDA/Broad Agency Announcements
- d. FAST TRACK
- e. Uncompensated Overtime

Proposed Disposition

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1401.08 EXECUTIVE ORDER 12352. Backup, policy guidance, and support related to AM implementation of this procurement executive order, Agencywide.

Proposed Disposition

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1401.09 (Reserved -- formerly History)

1401.10 IMPREST FUND. Information related to policy and operation of DNA imprest fund(s).

Proposed Disposition

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1401.11 PROFIT POLICY. Policy guidance and operational reports related to AM implementation of DOD profit policy.

Proposed Disposition

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1401.12 SMALL PURCHASE FILES UNDER \$25,000 (LOCATED IN RM 116) BY CONTRACT NUMBER. Contracts, purchase orders, delivery orders or comparable

instruments for \$25,000 or less. (NC1-374-81-44, 1401.12) (GRS 3, #4a(2))

DESTROY 3 YEARS AFTER FINAL PAYMENT, EXCEPT THAT RECORDS RELATING TO C CONTRACTS INVOLVED IN APPEALS HANDLED BY A BOARD OF CONTRACT APPEALS WILL BE DESTROYED 7 YEARS AFTER DATE OF DECISION OF THE BOARD.

1401.13 (Reserved)

1401.14 INDIVIDUAL CONTRACTS OVER \$25,000 (LOCATED IN RM 114/116) BY CONTRACT NUMBER. Contracts, delivery orders, purchase orders or comparable instruments for amounts of more than \$25,000. (NC1-374-81-44, 1401.14) (GRS 3, #4a(1))

a. HQ DNA and AFRR1:

HOLD IN CFA 2 YEARS AFTER CUTOFF; RETIRE TO WNRC; DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT, EXCEPT THAT RECORDS RELATING TO CONTRACTS INVOLVED IN APPEALS HANDLED BY A BOARD OF CONTRACT APPEALS WILL BE DESTROYED 7 YEARS AFTER DATE OF DECISION OF THE BOARD. EARLIER SHIPMENT OF CLOSED OUT CONTRACTS TO WNRC MAY BE AUTHORIZED IF IT PRECLUDES THE ACQUISITION OF NEW FILING EQUIPMENT IN CFA.

b. FCDNA:

HOLD IN CFA 2 YEARS AFTER CUTOFF; TRANSFER TO RHA; DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT, EXCEPT THAT RECORDS RELATING TO CONTRACTS INVOLVED IN APPEALS HANDLED BY A BOARD OF CONTRACT APPEALS WILL BE DESTROYED 7 YEARS AFTER DATE OF DECISION OF THE BOARD.

1401.15 TECHNICAL REPORT POLICY. Policy guidance and operational reports related to implementation of an effective DNA technical report policy.

Proposed Disposition

CUT OFF ANNUALLY. RETIRE TO WNRC 3 YEARS AFTER CUTOFF IF VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT); DESTROY 10 YEARS AFTER CUTOFF.

1401.16 RATIFICATION--APPROVALS AND POLICY. Policy, reports, and copies of pertinent approval/disapproval of ratification actions by DNA AM.

Proposed Disposition

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