REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM AGENCY OR ESTABLISHMENT
Defense Nuclear Agency

2. MAJOR SUBDIVISION
Personnel/Administration Directorate

3. MAJOR DIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpanty

5. TEL EXT
325-7058

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
SEP 2 1990

D. SIGNATURE OF AGENCY REPRESENTATIVE
Pauline E. Korpanty

E. TITLE
Records Administrator

F. ITEM NO.
1402
(1404)

G. DESCRIPTION OF ITEM
SMALL BUSINESS PROGRAM FILES. These files result from
DNA's program to assure maximum participation of small busi-
ness concerns in the military procurement of supplies and
services. The files accumulate in offices of small busi-
ness advisors or specialists, contracting officers, and in
other offices engaged in these activities.

H. ITEM NO.
1402.01
(1404-01)

I. DESCRIPTION OF ITEM
SMALL BUSINESS INFORMATION FILES. Documents relating to
communications or discussions which provide small business
concerns with information about DNA requirements for sup-
pliers on bidders lists, adapting their production facili-
ties to compete for prime contracts or subcontracts,
changes in specifications which make it possible for pro-
duction by small business concerns to meet future procure-
ment, and other matters concerning the participation of
small business concerns in the military procurement pro-
gram. Included are inquiries from small business concerns,
memorandums recording discussion with representatives of
small business concerns, and similar documents.

Destroy when 6 years old.

Pen & ink changes made with DNA concurrence
9/11/80

Closed Out: 10/28/80: KFL

Copy 5+ to DNA

10 items

STANDARD FORM 112-5
Revised April, 1975
Prescribed by General Services Administration
FPMP (41 CFR) 101-11.4
<table>
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<th>7. ITEM NO</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. SAMPLE OR JOB NO</th>
<th>10. ACTION TAKEN</th>
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<tr>
<td><strong>1402.02</strong> (1404-02)</td>
<td><strong>SMALL BUSINESS PROGRAM SURVEY FILES.</strong> Documents relating to surveys of field purchasing officers to analyze the effectiveness of the small business program in order that small business concerns are afforded equal opportunity to compete for procurements. Included are data accumulated for the purpose of making surveys, reports from procuring offices, survey reports, instructions or changes made as a result of the survey, and related papers.</td>
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<tr>
<td>a. Office performing surveys:</td>
<td>DESTROY when 6 years old except that data accumulated in preparation for the survey will be destroyed on completion of the survey.</td>
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<td>b. Office surveyed:</td>
<td>DESTROY on completion of next comparable survey, or when no longer needed for reference, whichever is later.</td>
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<td><strong>1402.03</strong> (1404-03)</td>
<td><strong>SMALL BUSINESS QUALIFICATION FILES.</strong> Case files containing documents relating to the productive capacity, credit, resources, and similar data about small business concerns accumulated in order to provide information about the availability of additional small business sources to meet current or anticipated requirements of the military procurement program.</td>
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<td>DESTROY when superseded, obsolete, or when the concern is no longer considered as a source of supply for any reason, whichever is later.</td>
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<td><strong>1402.04</strong> (1404-04)</td>
<td><strong>COMPETENCY CERTIFICATE FILES.</strong> Documents relating to the issuance or withdrawal of certificates of the competency of small business concerns as to their capacity and credit standing furnished to contracting officers. Included are copies of the certificates, communications concerning the capacity and credit of specific small business concerns, and similar documents.</td>
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<td>DESTROY when 6 years old.</td>
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### Request for Records Disposition Authority - Continuation

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| 1402.05 | **SMALL BUSINESS REPORTING FILES.** Documents accumulated by small business advisors for review and analysis of small business activity. Primarily these are reports received from procurement offices on such subjects as proposed procurement actions, procurement action summaries, and individual procurement actions.  
  a. Consolidated and summary reports: DESTROY when no longer needed for current operations.  
  b. Other documents: DESTROY when 2 years old. | | |
| 1402.06 | **CONTRACTOR REPORTING FILES.** Reports received from contractors participating in the small business procurement program, related correspondence, and summaries prepared from the report.  
  a. Consolidated and summary reports: DESTROY when no longer needed for current operations.  
  b. Other documents: DESTROY when 2 years old. | | |
| 1402.07 | **QUALIFICATION LIST FILES.** Lists of businesses determined to be qualified to participate in the small business program.  
  DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE. | | |