

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-506-02-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-09-2001</i>	
1. FROM (Agency or establishment) Defense Commissary Agency 1300 E Avenue, Fort Lee, VA 23801-1800		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Capital Investment Program Management Group			
3. MINOR SUBDIVISION Contracting Business Unit			
4. NAME OF PERSON WITH WHOM TO CONFER SUE W. HALL	5. TELEPHONE NUMBER DSN 687-8817 Cmcl (804) 734-8817	DATE <i>6-18-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. 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 <i>tee 6/3/02</i> <u>32</u> 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 type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE 10-29-01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sue W. Hall</i>		TITLE RECORDS MANAGER
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	PLEASE SEE ATTACHED SCHEDULE		

sent copies to [unclear], NWMW, NR

10 ACQUISITION. This series relates to the function of obtaining supplies, equipment, and services through the process of purchasing and contracting and the assurance of the effective performance of contractual requirements. Included are those mission functions performed by purchasing activities and by contract administration activities.

1. 10-2 ACQUISITION INSTRUCTIONS. Documents created reflecting policies, procedures, instructions or functional responsibilities. (HQ, BU, Region, commissaries: **DEST** 1 year after cancellation. COFF records after cancellation, maintain in CFA for retention and DEST.)

~~2. 10-3 PROCUREMENT REFERENCE FILES. Documents relating to procurement policies, procedures, publications, instructions, functional responsibilities and other materials maintained for reference purposes. These records may include documents of a historical or precedent setting nature impacting the acquisition functional area and/or the commissary system; reference publications, examples of unique solicitations and contracts, and other documents which are for information and require no official actions. (HQ, BU, Region, commissaries: **DEST** when no longer needed for reference purposes.)~~

NARA
approval
not
needed

3. 10-4 CONTRACTING OFFICER DESIGNATION/TERMINATION FILES. Documents reflecting the designation and rescission of contracting officers, ordering officers, credit card holders, and contracting officer representatives, which include the specific procurement authorities delegated. (a. Designating office: **DEST** 6 years after rescission or termination of appointment. COFF records after rescission or termination, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.) (b. Other offices: **DEST** upon rescission or termination of appointment in CFA.)

4. 10-5 ADVANCE PROCUREMENT PLANNING FILES. Documents relating to the development and establishment of long range procurement estimates, or other advance procurement planning documents. Included are documents relating to the establishment, creation, consolidation of requirements for supplies, services and equipment utilizing formal contracting action. Emphasis is on "for planning purposes only" and does not include establishment/validation of need through logistics or other approval channels prior to submission for out-years. May include future requirements of current fiscal year. Information may be releasable to industry/private/commercial sector for planning purposes. (HQ, BU, Region: **DEST** 6 years after COFF. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.)

5. 10-6 PROCUREMENT MANAGEMENT REVIEWS. Documents reflecting operations of the Procurement Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits; semi-annual reports of cumulative results of reviews; actions taken on recommendations; follow-up visits; and related documents. (a. **Office performing review: DEST** after 6 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.) (b. Survey activities: **DEST** on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever is sooner.)

6. 10-7 SOLICITATION REVIEWS. Invitations for bid or requests for proposals submitted to DeCA headquarters for review to ensure compliance with procurement regulations prior to release. (HQ, BU: **DEST** 1 year after completion of review. After completion of review, place records in an inactive file, maintain in CFA for retention and DEST.)

7. 10-9 DEBARRED, INELIGIBLE, OR SUSPENDED CONTRACTORS. Documents relating to suspension of bidders that prohibit contractual relationship with the DoD. Included are lists of debarred, ineligible, or suspended bidders; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar information. (a. Office responsible for final determination as to whether or not a bidder is placed on the list: **DEST** 6 years after final determination. When determination received, COFF records, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.) (b. Other offices: **DEST** when no longer needed for current operations.)
8. 10-10 PROCUREMENT STATUS REPORTS. Documents relating to the reporting system designed to provide statistics about placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related information. (a. HQ, BU, Region: **DEST** 2 years after end of FY of preparation. COFF end of FY, maintain in CFA for retention and DEST.)
9. 10-11 DETERMINATION AND FINDINGS/JUSTIFICATION AND APPROVALS. Information on determinations and findings (D&F's) or justifications and approvals (J&A's) required prior to solicitation or negotiation of contracts. Included are D&F's and directly related correspondence. (In the case of Class D&F's issued according to Subpart 15.3, FAR and DoD FAR Supplement, a reproduced copy of the D&F will be included in each contract file.) (a. Office administering the contract: **DEST** along with resulting contract.) (b. Other offices: **DEST** after 2 years. COFF end of FY, maintain records in CFA for retention and DEST.)
10. 10-12 CONTRACT CLAUSE DEVIATIONS. Documents used in authorizing deviations from contract clauses. Included are deviation requests, approvals, disapprovals, and similar documents. (HQ, Region, BU: **DEST** after 6 years. COFF end of FY, maintain in CFA for 6 years, then DEST.)
11. 10-13 CONTRACT REVIEWS AND CONTRACT TERMINATION REVIEWS. Contract review include documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data. Contract termination reviews include proposals for termination of contracts, contracting officers statements, review board actions, settlement proposals, approvals, disapprovals and related papers. A complete record set of contract terminations will be filed in the termination section of the related contract in accordance with instructions in paragraph 4.803, DoD FAR Supplement. (HQ, BU: **DEST** after 6 years, except the documents filed with the contract will be destroyed therewith. COFF end of FY maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.)
12. 10-16 BUY AMERICAN ACT FILES. Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of excepted items and materials, reports of violation, similar documents, and related correspondence. (HQ, BU: Files relating to specific contracts will be destroyed therewith; remaining documents: **DEST** 3 years after COFF. COFF each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.)
13. 10-17 PROCUREMENT INSPECTIONS. Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors

general, Defense Contract Audit Agency, GAO, and supervisory offices; documents indicating corrective action taken, and similar information (HQ, BU, Region: **DEST** 3 years after COFF. COFF upon completion of audit or inspection, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.)

14. 10-18 **PROCUREMENT REGISTERS**. Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis. (HQ, BU, Region, commissaries: **DEST** after 6 years. COFF registers at close of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.)
15. 10-25 **VENDOR FILES**. Forms such as SF 129, and miscellaneous material indicating supplies and services offered by each vendor. Files shall contain documents relating to (1) no specific contract, (2) more than one contract, or (3) the contractor in a general way, (e.g., contractor's management systems, past performance, or capabilities). (BU: **DEST** when individual documents are superseded by a new record, or when no longer needed for current operations.)
16. 10-27 **ELECTRONIC COPIES**. Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.

Record Keeping copy: Media Neutral

agency concurrence
tes 2/15/02

Abbreviations

HQ = Headquarters

BU = Business Unit

TRF = Transfer

CFA = Current Files Area

RHA = Records Holding Area

COFF = Cutoff

FY = Fiscal Year