

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To National Archives and Records Administration (NIR)  
Washington, DC 20408

1 From (Agency or establishment)  
**National Reconnaissance Office**

2 Major Subdivision  
(b) (3)

3 Minor Subdivision  
(b) (3)

4 Name of Person with whom to confer  
(b) (3)

5 Telephone (include area code)  
(b) (3)

Job Number  
01-525-09-01

Date Received  
5/5/09

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date  
01-28-2010

Archivist of the United States  
*Paul M. West*

**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 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required       is attached       has been requested

(b) (3)

Title  
(b) (3)

Date (mm/dd/yyyy)  
10/01/2009

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>The items in this schedule apply to records regardless of medium. Information covered by permanent items may be converted to microform or to electronic format, including optical disk, without further NARA approval. Permanent microform records will be created and maintained in accordance with the standards for archival film contained in the Code of Federal Regulations. Permanent records maintained in an electronic format (whether imaged or other records material) will be created and maintained in accordance with the standards for electronic records contained in the Code of Federal Regulations and will be transferred to the National Archives in a format that meets the standards for archival records in effect at the time of transfer.</p> <p>Unless otherwise specified, the transfer instructions for permanent series apply only to paper or hard copy files. When NRO establishes an electronic recordkeeping system, NARA and NRO will develop appropriate transfer instructions to cover the electronic records.</p> <p>See attached for description of records that pertain to solicit, award, and administering of contracts.</p>		

## COTR and Procurement Records

These records relate to Contracting Officer's Technical Representatives (COTR) files and small purchase procurements.

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1. **Item Number:** 01

**Item Title:** Contracting Officer's Technical Representatives (COTR) Designation and Termination Files

**Disposition: Temporary.** Do not send the records to the Records Center. Keep the records for 3 years after termination of appointment and then destroy.

**Authority:** N1-525-95-1

**(Covers former 401-2-a, 401-2-b)**

**Item Description:**

- Files maintained by the COTR or program office may include:
    - Requests for designation or termination
    - Statement of qualifications
    - Letters of designation or termination
    - Acknowledgement of receipt thereof
- 

2. **Item Number:** 03

**Item Title:** Small Purchase Files

**Disposition: Temporary.** Do not send the records to the Records Center. Keep records for 3 years after the final payment is made and then destroy.

**Authority:** GRS 3 Items 3-a-1-b, 3-a-2-b, 3-b, N1-525-95-1

**(Covers former 401-3, 401-4, 401-7-2-a-2, 401-7-2-b-2, 401-7-2-c, 401-8-a)**

*per agency  
request  
NATH  
1/21/10*

**Item Description:**

- Procurement records relating to transactions at or below the simplified acquisition threshold, to include Government Purchase Card (GPC) transactions, and all construction contracts at or below \$2,000. Documents typically contained in the procurement files accumulated by customer account executives, item managers, GPC Cardholders, and other staff address:
    - Customer requirements for materiel
    - Acquisition/purchasing of materiel for customers
    - Shipping information for materiel
    - Information on priority and status of orders/transactions
    - Warehouse locations of materiel
    - Funds available
    - Related messages, notes, status reports, and specifications
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Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Reconnaissance Office ." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>