











|   | C                         | D                                     | H  | K              | N  | O                    | P  | Q  | R  |
|---|---------------------------|---------------------------------------|--|----------------|--|----------------------|--|--|--|
|   | Bucket Section - Combined | Record Type (Temp, Perm, Temp system) | Current DLA-DCMA Records Series - Combined | GRS - combined | Current DLA-DCMA or GRS Cutoff Retention Instruction | NARA/ DCMA Authority | Current DLA-DCMA General Series Information  | Current DLA-DCMA Record Title  | Current DLA-DCMA Description/Information |
| 1 |                           |                                       |  |                |  |                      |  |  |  |
| 2 | 800 02a1                  | I                                     | 831 00                                     | N/A-N/A        | Informational  |                      | Relates to the providing of technical guidance and exercise of staff supervision over the implementation of contract administration, evaluation and negotiation, development and coordination of policies, procedures, plans, and programs, providing leadership and administering periodic reviews of contract management functions                           | Contract Operations  |  |
| 3 | 800 02a1                  | I                                     | 831 05 A                                   | N/A-N/A        | informational  |                      | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) | Contracts -Procurement or purchase organization copy, and related papers |  |

# INACTIVE – ALL ITEMS SUPERSEDED

Records Schedule 806  
Records Series Crosswalk

|   | C        | D | H               | K                     | N  | O | P  | Q   | R  |
|---|----------|---|-----------------|-----------------------|--|---|--|---|--|
| 4 | 800 02a1 | I | 831e05 A(1)     | N/A-N/A               | informational                                    |   | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) . |   |  |
| 5 | 800 02a1 | T | 831 05 A(1) (a) | GRS 03- Item 3a(1)(a) | Destroy 6 years and 3 months after final payment |   | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere)   | Contracts - Procurement or purchase organization copy, and related papers - Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") | Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000   |
| 6 | 800 02a1 | T | 831 05 A(1)(b)  | GRS 03- Item 3a(1)(b) | Destroy 3 years after final payment              |   | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere)   | Contracts - Procurement or purchase organization copy, and related papers - Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") | Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000 |

# INACTIVE – ALL ITEMS SUPERSEDED

Records Series 800  
Records Series Crosswalk

|   | C        | D | H              | K                     | N  | O | P  | Q  | R   |
|---|----------|---|----------------|-----------------------|--|---|--|--|---|
| 7 | 800 02a1 | I | 831 05 A(2)    | N/A-N/A               | informational                                    |   | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) , | Contracts - Procurement or purchase organization copy, and related papers - Transactions dated earlier than July 3, 1995 |   |
| 8 | 800 02a1 | T | 831 05 A(2)(a) | GRS 03- Item 3a(2)(a) | Destroy 6 years and 3 months after final payment |   | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) , | Contracts - Procurement or purchase organization copy, and related papers - Transaction dated earlier than July 3, 1995  | Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000 |
|   | 800 02a1 | T | 831 05 A(2)(b) | GRS 03- Item 3a(2)(b) | Destroy 3 years after final payment              |   | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) , | Contracts - Procurement or purchase organization copy, and related papers - Transaction dated earlier than July 3, 1995  | Transactions that utilize small purchase procedures and all construction contracts under \$2,000                |



# INACTIVE – ALL ITEMS SUPERSEDED

Records Schedule 800  
Records Series Crosswalk

|    | C        | D | H        | K               | N                                    | O           | P  | Q  | R   |
|----|----------|---|----------|-----------------|--------------------------------------|-------------|--|--|---|
| 10 | 800 02a1 | T | 831 05 B | GRS 03- Item 3b | Destroy when funds are obligated     |             | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) , | Contracts - Obligation copy  | Contracts Obligation copy   |
| 11 | 800 02a1 | T | 831 05 D | GRS 03- Item 3d | Destroy or delete when 5 years old   |             | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) , | Contracts - Data Submitted to the Federal Procurement Data System (FPDS) | Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4 601 for transfer to the FPDS |
| 12 | 800 02a1 | T | 831 05 E | N/A-N/A         | Destroy 10 years after final payment | N1-361-99-1 | Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) , | Contracts - Foreign Military Sales Contracts                             | Contracts - Foreign Military Sales Contracts  |











# INACTIVE – ALL ITEMS SUPERSEDED

Records Series 800  
Records Series Crosswalk

|    | C        | D | H        | K       | N                                 | O            | P  | Q  | R  |
|----|----------|---|----------|---------|-----------------------------------|--------------|--|--|--|
| 28 | 800 02a1 | T | 890 55 B | N/A-N/A | Destroy 1 year after final action | N1-361-98-06 | Reviews and evaluations of contractor proposals such as Value Engineering proposals, cost reduction proposals, and engineering change cost proposals   | Technical Evaluation of Cost Proposals - | Rejected proposal  |
| 29 | 800 02a1 | T | 890 60   | N/A-N/A | Destroy after 5 years             | N1-361-98-06 |  | Facilities Evaluations and Reviews       | Evaluations of proposed changes in plant facilities and equipment including Government-furnished equipment and property  |
| 30 | 800 02a1 | I |          | N/A-N/A | informational                     |              | Relates to surveillance of contractor engineering and manufacturing systems and efforts, analysis of contractor generated engineering and technical proposals and reports, and Contract Administration Services support to Military Services and non-DoD program managers support for weapon systems and other critical Government acquisitions<br>This section does not apply to documentation appropriate for retention under FAR Subpart 4.8 - Contract Files | Electronic Document Workflow             | Electronic Document Workflow (EDW) is a contract retrieval, document routing, file management, and records management system. Currently EDW serves as an electronic records management system for contract administration services mission related records |

# INACTIVE – ALL ITEMS SUPERSEDED

Records Schedule 800  
Records Series Crosswalk

|          | C | D | H | K       | N   | O | P | Q                               | R   |
|----------|---|---|---|---------|---|---|---|---------------------------------|---|
| 800 02a1 |   | T |   | N/A-N/A | Destroy 10 years after close of contract, or final payment or when no unresolved issues |   |   | Closed Contract Database (CCDB) | CCDB is an optical storage device that interfaces with MOCAS. As contracts are closed in MOCAS a "picture" of the entire contract in MOCAS are written to an optical platter. In the event any contracts are prematurely closed, the data associated with the contract will be saved off and retrievable. If closed information is needed a copy can be loaded to a CLONE database. If a contract is closed and written to optical/CCDB and later reopened and then closed again, only the last picture of how the contract looked at closeout is available in CCDB. CCDB nor does MOCAS maintain copies of documents/correspondence. |

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