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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0558-2016-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0558-2016-0001
Schedule Status Returned Without Action

Agency or Establishment Defense Contract Management Agency
Record Group / Scheduling Group Records of the Defense Contract Management Agency
Records Schedule applies to Agency-wide
Schedule Subject Contract Administration Files
Internal agency concurrences will be provided No

Background Information Contract Administration Service records relate to DCMA's mission to provide contract administration services to the Department of Defense and its partners to ensure the delivery of quality products and services to the war fighter, on time and on cost. Records document the comprehensive contract administration service process; including but not limited to: evaluation and negotiation, cost/price and financial analysis, production surveillance, property management; transportation and packaging, competition advocacy.

This schedule has been submitted to correct an oversight in schedule N1-558-10-10. When schedule N1-558-10-10 was going through the NARA approval process, DCMA and NARA discussed adding a provision to the disposition for item 800.02a1. This provision was that records due for destruction prior to Calendar Year 2012 under previously approved authorities should be destroyed in accordance with those previous authorities, while all other records should be destroyed in accordance with the disposition in N1-558-10-10. [Such a provision is consistent with 36 CFR 1226.14(d).] However, due to an oversight, DCMA and NARA failed to include this provision for item 800.02a1 when Schedule N1-558-10-10 was sent for approval by NARA. This latest schedule (DAA-0558-2013-0003) corrects this oversight.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Records Schedule DAA-0558-2016-0001

Outline of Records Schedule Items for DAA-0558-2016-0001

Sequence Number	
1	Contract Administration Services – Contract Files
1.1	800.02a1 Contract Administration Services - Contract Files, Office of Primary Responsibility Disposition Authority Number: DAA-0558-2016-0001-0001

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Records Schedule Items

Sequence Number	
1	<p>Contract Administration Services – Contract Files Records relate to DCMA mission of providing contract administration services to agencies as outlined in the FAR or in DCMA's agreement or similar document with the contracting office or stakeholder. This includes business and technical support at multiple locations, disposition of contract specific guidance and instructions, resolution of contract disputes, financial services; financial services include review of progress payments, vouchers, and invoices, performance and measurement which includes contractor accountability, quality assurance, transportation, and specialized safety services. Contract records include but are not limited to those specified in the FAR and DFARS and agreements with the contracting office or stakeholder. Examples of the types of records are: 1. BUSINESS SUPPORT RECORDS: A. Documents on which action was taken or that reflect actions by the contract administration office pertinent to the contract, including records of Boards of Review. B. Any document modifying the normal assignment of contract administration functions and responsibility for a specific contract. C. Consent to subcontract or purchase. D. Contract completion and closeout documents. E. Copy of the contract and all modifications, together with official record copies of supporting documents executed by the contract administration office. F. Cost or pricing data, Certificates of Current Cost or Pricing Data, information other than cost or pricing data; cost or price analyses; and other documentation supporting contractual actions executed by the contract administration office. G. Documentation regarding termination actions. H. Documents supporting advance or progress payments. I. Records of contract payments and supporting documents, surety records and bonds. J. Individual and subcontract case files accumulated from the administration of individual contracts and consisting of purchase orders, contracts, comparable instruments, and other documentation, as applicable K. Insurance policies or certificates of insurance or references to them. L. Legal Advice M. Orders issued under the contract. N. Post-award conference records. O. Property administration records. P. Purchasing system information. Q. Security requirements. R. Requests for equitable adjustment Claims and Government demands for payment. S. Issuance of Bills of Lading in performance of Contract Administration Services (Refer to 800.04 - Foreign Military Sales Bills of Lading). 2. TECHNICAL SUPPORT RECORDS: A. Records of engineering support services that relate to tests and evaluations, technical system reviews; assessments of contractor performance; analyses of contractor reliability and maintainability/ integrated logistics support; and records of monitor contractor manufacturing and product support activities, assessments of contractor management and technical systems required by the contract. B. Records documenting oversight of contractor flight operations C. Product acceptance records D. Quality assurance records related to product testing; conducting audits and predictive analyses, quality, material and field discrepancy reports E. Records of specialized safety services</p>

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including safety surveillance; technical consultation and specialized safety training as required; clarify contractual safety requirements for contractors; contractor responses to corrective action requests; post-award orientation conferences; reviews of specifications/contracts relative to safety requirements; records of safety-related investigations as requested by contractors.

800.02a1 Contract Administration Services - Contract Files, Office of Primary Responsibility

Disposition Authority Number DAA-0558-2016-0001-0001

Records maintained by office of primary responsibility or respective systems for retaining official record (record serves as the legal copy). Includes closed contract files contained in the Electronic Document Workflow (EDW) records management system and structured data in the Closed Contract Database (CCDB), or their successors. This includes any records maintained on a DCMA website. NOTE: For records that are due for destruction prior to January 1, 2012 according to the previous authorities as listed in the crosswalk attached to this schedule, follow the disposition in the previous authority. For all other records, follow the disposition for this item (800.02a1).

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-558-10-10, item 800.02a1

Disposition Instruction

Cutoff Instruction Completion of the contract, or final payment or termination of the program effort, or settlement of disputes/incidents, whichever is later.

Retention Period Temporary. Destroy/delete no less than 6 years, and no more than 30 years after completion of the contract, or final payment or termination of the program effort, or settlement of disputes/incidents, whichever is later.

Additional Information

GAO Approval Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/01/2016	Certify	Tempestt Griffin	Records Mgr	Information Technology - Executive Services
07/20/2016	Return Without Action	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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