Request for Records Disposition Authority

Records Schedule Number	DAA-0558-2016-0004
Schedule Status	Approved
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 Service – 800.02a1 (Contract Files) and 800.03a (General Operations)
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.

Reason for Submission of this schedule: For two big bucket items in the 800 series (800.02a1 and 800.03a), this schedule revises the minimum retention to '6 years', replacing the previously approved minimum retention of '6 years and 3 months'. This revision is consistent with the disposition in GRS 1.1, item 010.

Note 1: DCMA's Intent is for this schedule to be consistent with FAR/ DFAR revised retention period yet enable DCMA to have the option to assign longer retention up to 30 years, when required.

Note 2: Contract files, covered by 800.02a1, are organized by individual contracts. For Contract Administration Services records that are not related to a specific contract refer to 800.03a.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0558-2016-0004

Sequence Number	
1	800.00 Contract Administration Service
1.1	800.02a Contract Administration Services – Contract Files
1.1.1	800.02a1 Contract Administration Services - Contract Files, Office of Primary Responsibility Disposition Authority Number: DAA-0558-2016-0004-0001
1.2	800.03 Contract Administration Services – General Operations
1.2.1	800.03a Contract Administration Services – General Operations Disposition Authority Number: DAA-0558-2016-0004-0002

Records Schedule Items

Sequence Number	
1	800.00 Contract Administration Service 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. For control of records the contracting process is represented as (a) Contract Administration Services – Contract Development/Pre-Award Assistance (b) Contract Administration Services – Contract Files and (c) Contract Administration Services – General Operations. Note: Items that are related to both Contract Administration Services and other core mission activities are covered in Schedule 400.00.
1.1	800.02a 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 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.

1.1.1 800.02a1 Contract Administration Services - Contract Files, Office of Primary Responsibility

Disposition Authority Number	DAA-0558-2016-0004-0001

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.

Final Disposition	Temporary
Item Status	Active
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	DAA-0558-2013-0003-0001

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	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
1.2	800.03 Contract Administration Services – General Operations Note 1: Copies of these records may be contained in a contract case file or contract sub-file at the discretion of the appropriate Contract Management Office or DCMA HQ authority because of their evidentiary value. Refer to 800.2a. Records relating to the formulation, management, administration and execution of Contract Management programs/projects that are not specific to a contract administration case file or that relate to more than one contract or the contractor in a general way (e.g., contractor's management systems, past performance or capabilities). Activities include but are not limited to: a. Contractors' costs incurred to be compliant with environmental concerns b. 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 weapons systems and other critical Government acquisitions. c. Cost/schedule control system reviews, subsequent application reviews, and retained copies of cost performance reports and cost/schedule status reports submitted to Administrative Contracting Offices. d. Contractor System Surveillance reviews, evaluations, discrepancy documents, requests and related items concerning production, work measurement, design, software, configuration, test, performance, logistics support, and comparable system elements. e. Administrative Contracting Officer (ACO) determinations and approvals of Contractor's Cost Accounting Standards administration, Contractor Business Systems and Policies. f. Administrative Contracting Officer (ACO) establishment of Rates (Forward Pricing Rates, Incurred Cost & Billing Rates) g. Transportation Management (Refer to 800.04 - Foreign Military Sales Bills of Lading) Records include but are not limited to: a. Copies of negotiated Memorandums of Agreement with Program Management Offices (PMO), documents related to PMO technical representatives and Integrated Logistics Support activities. Refer to 400.03a for recordkeeping copy of Memorandum of Agreement. b. Contractor System Surveillance Discrepancy reports to include purchase system reviews Program and Technical Support Correspondence Files c. Industrial Modernization Incentive Program records such as studies, designs, working agreements, contractual requirements and related items on Government-Contractor plant modernization. d. Technical Studies and Analysis Support records to include independent research and development reviews. e. Situation reports regarding urgent or emerging defense issues	
1.2.1	800.03a Contract Administration Services – General Operations	

Disposition Authority Number	DAA-0558-2016-0004-0002

Records maintained by office of primary responsibility. This includes any records maintained on a DCMA website. Note: For certain series, records due for destruction prior to January 1, 2012 according to a previous authority should follow the disposition in the previous authority. The file code, title, and previous NARA authority of these series are: #831.30 (Contractor Disclosure Statements, N1-361-91-13, item 831.30), #831.40 (Contractor Overhead Rate Files, N1-361-91-13, item 831.40), #832.80 (Inventory Disposition Procedures, N1-361-91-13, item 832.80), #833.20 (Contractor Financial Capability, N1-361-91-13, item 832.20), #835.40 (Contractor Coordination, N1-361-91-13, item 835.40), #835.60 (Procedure A Contractor File, N1-361-91-13, item 835.60), #835.70 (Hazardous/Protected Material Transportation, N1-361-91-13, item 835.70), #890.01 (Program and Technical Support Program Files, N1-361-91-6, item 890.01), #890.15 (Program Managed Contracts Memorandums of Agreement copies, N1-361-91-6, item 890.15). For all other records, follow the disposition in this schedule item (DAA-0558-2016-0004-0002).

Final Disposition	Temporary
Item Status	Active
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 / 7

Disposition Instruction

Cutoff Instruction	Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.
Retention Period	Destroy/delete no less than 6 years and no more than 30 years after cut off.

Additional Information

GAO Approval	Not Required

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
11/01/2016	Certify	Tempestt Griffin	Records Mgr	Information Technology - Executive Services
07/25/2017	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
08/03/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Records Schedule 800.02a1
Records Series Crosswalk

DAA-0558-2016-0004

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
2			800.02a1	I	831.05.A	N/A-N/A			informational		Contracts -Procurement or purchase organization copy, and related papers	
3			800.02a1	I	831.05.A(1)	N/A-N/A			informational	-		
4	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.05.A(1)(a)	GRS 03- Item 3a(1)(a)	GRS 1.1, item 010	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.	Destroy/delete no less than 6 years and 3 months, 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.	DAA-0558-2013-0003-0001	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.

Records Schedule 800.02a1
Records Series Crosswalk

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
5	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.05.A(1)(b)	GRS 03- Item 3a(1)(b)	GRS 1.1, item 010	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.	Destroy/delete no less than 6 years and 3 months, 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.	DAA-0558-2013-0003-0001	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.
6			800.02a1	I	831.05.A(2)	N/A-N/A			informational		Contracts - Procurement or purchase organization copy, and related papers - Transactions dated earlier than July 3, 1995.	
7	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.05.A(2)(a)	GRS 03- Item 3a(2)(a)	GRS 1.1, item 010	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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	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.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type (Temp, Perm, Temp system)	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
8	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.05.A(2)(b)	GRS 03- Item 3a(2)(b)	GRS 1.1, item 010	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.	Destroy/delete no less than 6 years and 3 months, 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.	DAA-0558-2013-0003-0001	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.
9	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.05.B	GRS 03- Item 3b	Rescinded	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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Contracts - Obligation copy	Contracts Obligation copy
10	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.05.D	GRS 03- Item 3d	GRS 1.1, item 010	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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	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
11	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.05.E	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Contracts - Foreign Military Sales Contracts	Contracts - Foreign Military Sales Contracts

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type (Temp, Perm, Temp system)	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
12	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.50.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Consent to Subcontract Files	Subcontract information documents, review recommendations, ACO approval letter, and related documents used to ensure contractor compliance with subcontractor selection
13	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.55.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Advance Agreement Files	Requests for interpretation of allowed costs on cost reimbursable contracts, documentation of agreement to allow costs, and related records pertaining to
14	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	831.60.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Notation Files	Novation requests, notarized copy of name change, correspondence, modification listing contracts affected, and related records pertaining to contractor
15	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	833.10.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Price/Cost Analysis Case Files	Requests for price/cost analysis; pre-analysis assignment sheets; case file indexes; pricing checklists; requests for audit, technical or other assistance; intrinsic value review
16	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	834.20.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Production Surveillance Files	Contract abstracts, modifications, production contract analysis and surveillance plan, correspondence, shipping documents, Quality Discrepancy Reports (QDRs), status

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
17	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	834.25.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Production Surveillance Requests and Status Reporting	Logs, status requests, analyses and reports relating to abstract data corrections, contractor progress payments, acceleration, delivery and similar areas used to perform production
18	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	834.40.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Cost Element Analyses	Technical analyses and related backup materials produced as a result of conducting cost element analyses of direct labor hours and materials on new contracts and modifications.
19	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	834.60.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Industrial Plant Equipment (IPE)/Other Plant Equipment (OPE) Requests	Contractor requests, Industrial Plant Representative (IPR) review and recommendations, Defense Industrial Plant Equipment Center (DIPEC) screenings, and
20	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	834.70.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Priorities and Allocations	Contractor requests, IPR review and recommendations, and similar documents related to processing of requests for special assistance for materials.
21	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	834.80.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Utilization Surveys	Survey report, backup materials, random sample findings, rental audits, and similar records related to utilization survey of active Plant Equipment Package (PEP) and

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22	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	834.90.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Special Tooling Requests	Tooling and test equipment request forms, checklists, backup materials, reports, recommendations, and similar records related to contractor requests.
23			800.02a1	I	836.00.	N/A-N/A			Informational		Termination Settlement	Relates to the settlement of contracts terminated for the convenience of the Government.
24	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	836.30.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Termination Docket Files	Termination file check list, termination notice and related documents, contract termination status report, contract or cross-reference sheet, Termination Contracting Officer (TCO)
25	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	836.60.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, 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.	DAA-0558-2013-0003-0001	Subcontract Settlements	Inventory schedules, DCAA audit, TCO approval letter, contract, amendments, termination notice, technical reports, copy of negotiation summary, settlement agreement, contract termination proposal and inventory schedule, inventory verification surveys, inventory disposal reports, certificates of current cost and pricing data, and similar records related to Government approval of contractor settlements with subcontractors.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
26	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	890.55.A	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Technical Evaluation of Cost Proposals -	Approved proposals
27	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	890.55.B	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Technical Evaluation of Cost Proposals -	Rejected proposal
28	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T	890.60.	N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	Facilities Evaluations and Reviews	Evaluations of proposed changes in plant facilities and equipment including Government-furnished equipment and property.
29	DAA-0558-2016-0004-0001	Contract Administration Services - Contract Files, Office of Primary Responsibility	800.02a1	T		N/A-N/A		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.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the	DAA-0558-2013-0003-0001	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
30			800.02a1	I	831.00.	N/A-N/A			informational		Contract Operations	

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
31	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	830.00.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contract Management Operations	Relates to the directing and accomplishment of responsibilities in the administration of contracts including: contract administration, evaluation and negotiation; cost/price and financial analysis, production surveillance; property management; transportation and packaging, competition advocacy; and other functions as assigned.
32	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	830.01.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event	N1-558-10-10, Item 7	Contract Management Operations Program/Project Files	Documents related to the formulation, management, administration and execution of individual Contract Management programs/projects such as program plans,
33	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	830.02.A	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the	N1-558-10-10, Item 7	Management Operations Correspondence Files - DCMAHQ	DCMAHQ
34	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	830.02.B	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is	N1-558-10-10, Item 7	Management Operations Correspondence Files - Other activities	Other activities

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
35	DAA-0558-2016-0004-0002	Contract Administration Services – General Contract Office	800.03a	T	831.10.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is	Destroy/delete no less than 6 years and 3 months, and no more	N1-558-10-10, Item 7	Cost Accounting	Federal Acquisition Regulation (FAR) and Administrative
36	DAA-0558-2016-0004-0002	Contract Administration Services – General Contract Office	800.03a	T	831.15.	N/A-N/A		Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-	Destroy/delete no less than 6 years and 3 months, and no more	N1-558-10-10, Item 7	Contractor Accounting System Review Records	DCAA approved/disapproved systems reports, pricing
37	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	831.20.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually	N1-558-10-10, Item 7	Debarment and Suspension Files	Documents pertaining to contractor performance, correspondence, debarment recommendation letters,
38	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	831.30.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor Disclosure Statements	Cost accounting standards board disclosure statements, revisions, ACO approval letters, and similar records related to contractor disclosure of Cost Accounting Standards (CAS) practices.
39	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	831.35.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after	N1-558-10-10, Item 7	Contractor System Reviews	Correspondence, checklists, review findings, ACO approval/disapproval letters, related contractor correspondence, and similar records pertaining to review of contractor purchasing, insurance, pension, compensation, Material Management

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
40	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	831.40.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor Overhead Rate Files	Overhead rate proposals, DCAA audit reports, pricing reviews, conversation records, pre-negotiation objectives, negotiations, correspondence, price negotiation memoranda, and related records.
41	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	831.45.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or	N1-558-10-10, Item 7	Contractor Master Subcontracting Plan	Review announcement letters, forms containing subcontracting plans, review findings, ACO approval/ disapproval letters, and related records used to monitor subcontracting matters.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
42	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	831.65.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Forward Price Rate Agreement (FPRA) Files	Proposals, reviews, negotiations, contractor reports, cost monitor reports, tracking reports, and related records pertaining to predetermination of contract rates.
43	DAA-0558-2016-0004-0002	Contract Administration Services – General	800.03a	T	832.00.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30	Destroy/delete no less than 6 years and 3	N1-558-10-10, Item 7	Contract Property Management	Relates to the management, control,
44	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	832.20.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contract Requirements and Obligations	Copies of financial reports provided by contractors reflecting Government property in their possession, and copies of contract closeout documents.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
45	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	832.40.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event	N1-558-10-10, Item 7	Contractor Property Management	Surveys of contractors used to evaluate, approve, or effect remedial action of contractors Government property management systems.
46	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	832.60.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is	N1-558-10-10, Item 7	Property Control Systems	Summaries of systems condition used to conclude all actions required to correct unsatisfactory property control systems.
47	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	832.80.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Inventory Disposition Procedures	Inventory disposition procedures and related correspondence used to approve, direct, and evaluate the adequacy of contractors procedures and systems for effecting the disposition of Government property inventories.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Informatio n
48	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	832.82.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Plant Clearance Files	Notices of acceptance of inventory schedules, inventory verification surveys for contractor inventory/termination inventory, reports of excess personal property, plant clearance case summary forms, contractor inventory schedules, requisition and invoice/shipping documents, scrap warranties, correspondence, and related documents used to dispose of Government property in the possession of contractors.
49	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	832.84.	GRS 23- Item 8	GRS 4.1 Item 10	Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Plant Clearance Registers	Registers maintained on electronic media reflecting the assignment of plant clearance case numbers to plant clearance cases and used for cross reference to related contracts.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
50			800.03a	I	833.00.	N/A-N/A			Informational		Financial Services	Relates to the implementation of cost price and financial analysis, and contractor system reviews.
51	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	833.20.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor Financial Capability	Financial statements, reports, card files, correspondence with banks, and related documentation used to perform financial analyses of contractors financial capabilities on pre-award surveys, and to maintain surveillance of contractors financial condition during contract performance.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
52	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	833.30.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Estimating Systems Review File	Review requests, engineering reports, Defense Contract Audit Agency (DCAA)review schedule, meeting minutes, DCAA technical assistance request, final report, case disposition correspondence, and similar records related to performance of contractor estimating system reviews.
53	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	833.40.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Overhead Activity	Review requests, contractor cost submissions, rate information, tracking data, price/cost analysis reports, audit, technical and overhead status reports, FPRA/FPRRs and formula pricing reviews, advance agreements, final overhead settlements, Independent Research & Development and Bid & Proposal, and similar records related to performance of contractor indirect cost reviews.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
54	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	833.50.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Cost Monitoring Activity	Cost monitoring plans, quarterly, annual and functional review reports, should cost reviews, audit and technical assistance reports on cost monitoring reviews, and similar records used to monitor costs at specific contractor locations.
55	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	833.60.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor Purchasing System Review (CPSR) Files	Review requests, checklists, correspondence, technical assistance requests, reports, recommendations, contractor responses, board of review invitations, board minutes, technical responses, contractor corrective action plan, evaluations of plan, summary report, and similar records accumulated as a result of reviewing contractor purchasing systems for compliance

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
56	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	833.70.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor Purchasing System Review (CPSR) Working Files	Spreadsheets, statistical reports, marketing materials and other related backup materials used to prepare CPSR reports.
57	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	833.80.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Non-CPSR (Contractor Purchasing System Review) Special Studies	Study requests, conversation records, correspondence related to study findings, contractor replies, and similar records pertaining to special studies of contractor practices.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type (Temp, Perm, Temp system)	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
58	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	833.90.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, item 7	Contractor Insurance/Pension Reviews (CIPR)	Review requests, data received from contractors and technical advisors, Insurance Pension Specialist reports, ACO decision documentation, and related backup materials such as spreadsheets, statistical reports, and technical data.

	B	C	D	E	F	G	H	I	J	K	M	N
1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
59	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	834.10.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Mobilization/Industrial Planning File	Industrial preparedness production planning schedules; control registers; plant loading records; request, registration and survey forms; property records; code listings; correspondence with contractors; memorandums of understanding; production planning schedule contracts; and related schedules and lists used to implement production policy and procedures relating to industrial resources and preparedness programs, negotiate mobilization production planning agreements, determine plant capacity available for mobilization needs and to react to emergency situations

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
60	DAA-0558-2016-0004-0002	Contract Administration Services -- General Operations, Office of Primary Responsibility	800.03a	T	834.50.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor Performance	Monthly and annual contractor performance reports used to evaluate and provide an annual history of contractor performance.
61			800.03a	I	835.00.	N/A-N/A			Informational		Transportation and Packaging. Relates to implementation of transportation, traffic management, packaging, materials handling, and travel contract management functions.	

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
62	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	835.10.	GRS 09- Item 1c	GRS 1.1, item 010	Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Transportation and Packaging Reviews, Surveys and Analyses (Excludes FMS Transportation Case Files - refer to record series 940.05)	Cost analyses, Transportation Control Movement Documents (TCMD's) includes related correspondence and backup materials used to review, analyze or survey contractor information to determine contractor capabilities, physical distribution patterns, nature and adequacy of transportation and packaging requirements, costs, terms and conditions; to participate in pre-award surveys, post-award conferences/orientations, contractor estimating methods, contractor purchasing systems, and should cost reviews; to service applications for GBLs, Commercial Bills of Lading (CBLs) and

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type (Temp, Perm, Temp system)	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
63	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	835.15.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Customs or Port of Entry Files	Documents relating to entry and admission, free of duty charges, materiel procured abroad or returned from abroad, including Consumption Entry Permit, Summary of Entered Value, Custom Entry, or similar custom forms, related correspondence, and other documents pertaining to the entry of materiel through customs.
64	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	835.20.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Issuance Control	Listings and printouts of GBLs, GTRs, and Military Airlift Command transportation authorizations (MTAs), contractor travel authorizations, logs and notices of receipt used to control the issuance and use of GBLs, GTRs, and MTAs.

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
65	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	835.30.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Tonnage Distribution	Listings, printouts and applications for GBLs used to ensure proper distribution of tonnage to carriers.
66	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	835.40.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	CFMP Contractor Coordination	Contractor Freight Movement Procedures MOA; Information on contractors, shipment data, motor freight classifications, related correspondence and backup materials used to assure compliance with common carrier tariff rules and regulations, provide freight classification, routing and rating technical information to contractors, and to maintain liaison and coordination with contractors and common carrier offices.

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
67	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	835.50.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor Assistance	Cost estimates, technical cost proposal analyses, trip reports, related correspondence and backup materials used to assist contractors and Government personnel in preservation, packaging, packing, and marking matters pertaining to contract items, Defense industrial production equipment, and other Govt owned property; to review, approve and ensure adequacy of contractor packing/materials handling functions, price and cost proposals, data, an design drawings.

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
68	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	835.60.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Procedure A Contractor File	Letters of traffic management delegation, correspondence and information related to changes in traffic management regulations used to implement Procedure A traffic management procedures and evaluate contractor ability to perform those services.
69	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	835.70.	N/A-N/A		Destroy/delete no less than 6 years, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Hazardous/Protected Material Transportation	Documents, except GBLs/CBLs, relating to contracts for packaging, marking, and transportation of hazardous, sensitive, or classified materials.

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
70			800.03a	I	890.00.	N/A-N/A			Informational		Engineering and Analysis {change title 8/2011 from Program and Technical Support (PTS)}	
71	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.01.	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Engineering and Analysis Program/Project Files (8/2011 revised title from Program and Technical Support Program/Project Files)	Documents related to the formulation, management, administration and execution of individual Program and Technical Support programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
72	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.02.A	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Engineering and Analysis Correspondence File-DCMAHQ (8/2011 revised title from Program and Technical Support Correspondence Files)	Documents providing general direction, staff guidance and reporting in the management and administration of Engineering and Analysis Support matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere
73	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.15.	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Program Managed Contracts Memorandums of Agreement	Copies of negotiated Memorandums of Agreement with Program Management Offices (PMO), documents related to PMO technical representatives and Integrated Logistics Support activities.

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
74	DAA-0558-2016-0004-0002	Contract Administration Services -- General Operations, Office of Primary Responsibility	800.03a	T	890.20.	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Earned Value Management System (note: 8/2011 revised old title "Cost/Schedule Control Systems")	Refers the project management technique for measuring project performance and progress in a objective manner (value and cost); includes cost/schedule control system reviews, subsequent application reviews, and retained copies of cost performance reports and cost/schedule status reports submitted to administrative contracting offices.
75	DAA-0558-2016-0004-0002	Contract Administration Services -- General Operations, Office of Primary Responsibility	800.03a	T	890.25.	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Industrial Analysis Studies (8/2011 revised title from "Industrial Modernization Incentive Program")	Studies, designs, working agreements, contractual requirements, implementation documents, and related items on Government-contractor plant modernization.

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
76	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.30.	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Situation Reports	Reports regarding urgent or emerging Defense issues related to programs at contractor plants.
77	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.35.	GRS 03- Item 4a	No Change		Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Management Information Reports	Statistical reports and management summaries (e.g., Technical Management Database (TMD), Mechanization of Contract Administration Services Database (MOCAS)).

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78	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.40.	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	PARS/PACS (note: 8/2011 revised old title (Program Managed Contracts Reports"	Status reports on weapon systems and other priority program contracts.
79	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.45.A	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor System Surveillance -	Routine surveillance

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1	New Bucket Item	New Bucket Title	Bucket Section	Record Type {Temp, Perm, Temp system}	DCMA Records Series	GRS OLD	GRS NEW	NEW Dispostion	Superseded Dispostion	Supeseded Authority	DCMA Record Title	DCMA Description/Information
80	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.45.B	N/A-N/A			Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Contractor System Surveillance -	Discrepancy Reports
81	DAA-0558-2016-0004-0002	Contract Administration Services – General Operations, Office of Primary Responsibility	800.03a	T	890.65.	N/A-N/A		Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut-off. Cut off is annually or according to an event, whichever is appropriate. The event would be when the contractor activity or project or event is ended or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later.	N1-558-10-10, Item 7	Engineering and Analysis Support	Engineering and analysis Support elements' support to efforts such as cost estimating system surveys, should cost reviews, source selection information requests, tests and inspections, product reviews, independent research and development reviews, cost monitoring reviews, purchasing system reviews, progress payment evaluations and similar efforts evaluated for other contract management functions and activities.