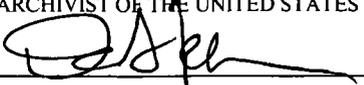
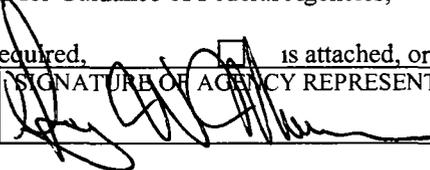


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-558-10-10	DATE RECEIVED 9/9/10
1 FROM (Agency or establishment) Defense Contract Management Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Informaton Technology Customer Service Organization (ITSCO)			
3 MINOR SUBDIVISION Records Management Program			
4 NAME OF PERSON WITH WHOM TO CONFER Gilbert B Smeltzer	5 TELEPHONE (703) 254-2141	DATE 18th 2012	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached // page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 9/9/10	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE DCMA -ITA /Records Program Manager
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7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Schedule 800 - Contract Administration Service (See attached Big Bucket Schedule and Records Crosswalk)		

# DCMA RECORDS RETENTION SCHEDULE

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## OVERVIEW OF CUTOFF CATEGORIES

The following provides an explanation of the cutoff categories referred to in this document

The amount of time a record is kept is called its retention period. A disposition rule is the definition of when a file begins its retention period, what that retention period is based on and the final disposition action for a record once its retention period is over. Disposition rules are made up of **cutoff** and disposition phases. **Cutoff (an event or date trigger) determines when a record enters its retention period.** Final disposition is what is done with the records once its retention period is over such as destruction by shredding, digitizing or transferring to another location.

When converting from a traditional retention schedule to a "Big Bucket" retention schedule the cutoff of a specific series of records do not always apply to all the records series types within the "Big Bucket" schedule. In response, the following cutoff categories were fashioned. Within the body of DCMA's records retention schedule several cutoff categories may be listed under a given record type, the records owner (or those with records management responsibilities) should determine which cutoff is appropriate based on their understanding of how information is organized within the project, activity or mission.

- Category A)** Cut off is when record is superseded or obsolete; applies to publications, issuances or like documents
  
- Category B)** Cut off is when project or event is ended, or after final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is applicable. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates.
  
- Category C)** Cut off is when employee transfers, separates or retires from federal service or where applicable, an employee or dependent spouse's eligibility is terminated or denied. Applies to certain Human Resource records.
  
- Category D)** Cut off is after period covered by account, certificate of settlement is received, or when period for claims for which DCMA has right to collect is ended, or when DCMA determines collection is no longer required or terminated, whichever is later. Applies to certain Accounting records in GRS 3, 6, 7 and 8.
  
- Category E)** Cut off is annually. Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task; separation of personnel or settlement of dispute.

**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 1: Items that are related to both Contract Administration Services and other core mission activities are covered in Schedule 400.00.**

**800.01 Contract Administration Services - Contract Development/ Pre-Award Assistance**

Records relate to assisting DoD Agencies with constructing sound acquisition strategies, identifying potential performance risks, evaluating contract proposals and pricing/cost data, supporting contract negotiations, and writing effective contracts, includes but is not limited to records related to

- Formulation of acquisition strategy before contract award, pre-award surveys, including evaluations of contractor software development capabilities
- DCMA participation in source selection activities, reviews of contractor proposals, surveys of contractor business systems, negotiating pricing agreements, and industrial base insight

① 800 01a

Records maintained by office of primary responsibility. This includes any records maintained on a DCMA website.

**Note 1: Refer to 800.02 for copies of contract administration services development and pre-award assistance records kept in a Contract Administration Services contract file or contract sub- file.**

**DISPOSITION** Temporary Destroy 3 years after applicable cut off category. This includes any records maintained on a DCMA website.

**Category B)** Cut off is when 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. Applies to activities whose records are organized or grouped and maintained by a given task, job,

assignment, agreement or situation and has clearly defined start and end dates.

**Category E) Cut off is annually. Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task; separation of personnel or settlement of dispute.**

② 800.01b

Other offices' records This includes any records maintained on a DCMA website

**DISPOSITION** Temporary Destroy when superseded, obsolete, or no longer needed for business

#### **800.02a Contract Administration Services – Contract Files**

**Note 1: Contract files are organized by individual contracts. For Contract Administration Services records that are not related to a specific contract refer to 800.03.**

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

③ 800 02a1

Office of primary responsibility and respective systems for retaining official record (record serves as the legal copy) Includes closed contract files contained in Electronic Document Workflow (EDW) records management system, or their successors This includes any records maintained on a DCMA website

**DISPOSITION** Temporary 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

**DISPOSTION NOTE 1: DCMA (after NARA's approval of this schedule) can approve a retention period within the 6 year and 3 months -30 year range. NARA's approval is needed for a longer retention.**

④ 800 02a2 Copies of records kept in other DCMA offices This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

**800.02b Electronic Database System of Record for Managing and Maintaining Open Contracts**

⑤ 800.02b1 Refers to the official source input for the Closed Contact Database i.e. Mechanization of Contract Administration Services (MOCAS) or its successor. This item covers electronic database records only This includes any records maintained on a DCMA website.

**Note 1: Refer to 140.06 for mission data maintained in systems (e.g., Clone Database and Integrated Database) only for convenience of reference (such as for running queries and reports), for which the recordkeeping copy is maintained elsewhere (e.g., Closed Contract Database and Mechanization of Contract Administration Services) and scheduled under other authorities**

**Note 2: Refer to 170.02a for open paper files related to non-mission related contract acquisitions**

**Note 3: Refer to 800.02a for open paper files related to mission related Contract Administration Services**

DISPOSITION Temporary Delete after contract is closed and it is confirmed that contract records have been moved to the system of record for maintaining closed case data

⑥ 800 02b2 Copies of records kept in other DCMA offices This includes any records maintained on a DCMA website

DISPOSITION Destroy when superseded, obsolete, or no longer needed for business

**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

7

800 03a

Records maintained by office of primary responsibility This includes any records maintained on a DCMA website

**DISPOSITION** Temporary Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cut off

**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.**

**DISPOSTION NOTE 1: DCMA (after NARA's approval of this schedule) can approve a retention period within the 6 year and 3 months -30 year range. NARA's approval is needed for a longer retention.**

⑧ 800 03b Other offices' records This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

**800.04 Foreign Military Sales (FMS) Bills of Lading Case Files**

Refers to case files which contain all records required to monitor and process the delivery of material and services to FMS customers, from receipt to closing of the case

Includes supporting document such as notices of availability, transportation control movement documents, issue release/receipt documents, inspection and receiving reports, air bills, supply transactions, signed transfer to carrier documents, and acceptance of material and services

⑨ 800 04a Records held by office of primary responsibility This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when 30 years old or after settlement of disputes/ incidents, whichever is later

⑩ 800 04b Copies of records kept in other DCMA offices This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

⑪ 800.05 **Routine Background Material – Project/Task Deliverables**

Refers to routine background materials relating to contract administration service accumulated in the course of formulating or analyzing policy or similar activities that result in a clearly defined deliverable or issuances such as reports, publications, guidance documents, instructions, studies or white-papers Routine background material may consist of reference papers, extra copies of reports or other documents, and correspondence of a transitory or informational nature only This includes any records maintained on a DCMA website.

DISPOSITION Temporary Destroy when no longer needed for business

**DISPOSITION NOTE 1: Place substantive background papers in the file pertinent to the subject matter or the function covered.**

N1-558-10-10

Records Schedule 800  
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
	Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
1									
2	800 01a	I	834 01	N/A-N/A	Informational			Industrial Support	Related to the implementation of pre-award surveys, production surveillance and reporting, industrial resources and production capability and industrial labor relations.
3	800 01a	T	834 30	N/A-N/A	Destroy after 1 year	N1-361-91-13		Pre-award Surveys	Pre-award surveys, logs, copies of solicitations, technical evaluations, production capability data, reports on quality, finance, transportation and packaging, property control, security, plant safety, environment/energy, and related materials pertaining to pre-award surveys used to direct and coordinate the pre-award program, conduct the production aspects of pre-award and related surveys, track the progress of pre-award survey teams, and respond to requests for information

Records Schedule 800  
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
4	800.0230	I	881.03.	N/A/N/A	International		Records are the preserved original (technical) printouts and hardcopies of email correspondence that include identification of contract numbers, dates, and frequency of correspondence; identification of subject, procedures, plans, and programs; providing details and identifying specific results of contract management functions.	Contract operations	
5	800.0230		881.05/A	N/A/N/A	International		Contracts, individual and aggregate case files assembled from the administration of individual contracts and consisting of contract, acquisition, purchase order, lease, and bond and survey records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere).	Contract procurement or purchase administration copy, and related papers	
6	800.0230	II	881.05.A(1)	N/A/N/A	International		Contracts, individual and aggregate case files assembled from the administration of individual contracts and consisting of contract, acquisition, purchase order, lease, acquisition and survey records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere).		

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
7	800 02a1	T	831 05 A(1) (a)	GRS 03- Item 3a(1)(a)	Destroy 6 years and 3 months after final payment		Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere)	Contracts - Procurement or purchase organization copy, and related papers - Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")	Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000
8	800 02a1	T	831 05 A(1)(b)	GRS 03- Item 3a(1)(b)	Destroy 3 years after final payment		Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere)	Contracts - Procurement or purchase organization copy, and related papers - Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")	Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000
9	800 02a1	T	831 05 A(2)	GRS 03- Item 3a(2)	Destroy 3 years after final payment		Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere)	Contracts - Procurement or purchase organization copy, and related papers - Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")	Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
10	800 02a1	T	831 05 A(2)(a)	GRS 03- Item 3a(2)(a)	Destroy 6 years and 3 months after final payment		Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) ,	Contracts - Procurement or purchase organization copy, and related papers - Transaction dated earlier than July 3, 1995	Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000
11	800 02a1	T	831 05 A(2)(b)	GRS 03- Item 3a(2)(b)	Destroy 3 years after final payment		Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) ,	Contracts - Procurement or purchase organization copy, and related papers - Transaction dated earlier than July 3, 1995	Transactions that utilize small purchase procedures and all construction contracts under \$2,000
12	800 02a1	T	831 05 B	GRS 03- Item 3b	Destroy when funds are obligated		Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) ,	Contracts - Obligation copy	Contracts Obligation copy

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
13	800 02a1	T	831 05 D	GRS 03- Item 3d	Destroy or delete when 5 years old		Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) ,	Contracts - Data Submitted to the Federal Procurement Data System (FPDS)	Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4 601 for transfer to the FPDS
14	800 02a1	T	831 05 E	N/A-N/A	Destroy 10 years after final payment	N1-361-99-1	Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) ,	Contracts - Foreign Military Sales Contracts	Contracts - Foreign Military Sales Contracts
15	800 02a1	T	831 50	N/A-N/A	Transfer contents of file to prime contract when closed	N1-361-91-13	Relates to the providing of technical guidance and exercise of staff supervision over the implementation of contract administration, evaluation and negotiation, development and coordination of policies, procedures, plans, and programs, providing leadership and administering periodic reviews of contract management functions	Consent to Subcontract Files	Subcontract information documents, review recommendations, ACO approval letter, and related documents used to ensure contractor compliance with subcontractor selection procedures

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
16	800 02a1	T	831 55	N/A-N/A	Destroy 1 year after final overhead rates are settled pertaining to those years covered by the advance agreement	N1-361-91-13		Advance Agreement Files	Requests for interpretation of allowed costs on cost reimbursable contracts, documentation of agreement to allow costs, and related records pertaining to negotiations for treatment of costs
17	800 02a1	T	831 60	N/A-N/A	Destroy 1 year after novated contracts are closed	N1-361-91-13		Notation Files	Novation requests, notarized copy of name change, correspondence, modification listing contracts affected, and related records pertaining to contractor name changes
18	800 02a1	T	833 10	N/A-N/A	Destroy after 4 years	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	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 statements, contractor proposals, price analysis and audit reports, pre-analysis review, TACPs contractor information, correspondence, work papers and related documentation used to perform price/cost analyses of contractors proposals, implement cost monitoring programs, analyze contractor requests for progress payments, conduct analyses of funding reports, perform reviews and evaluations of subcontracts and purchase orders and to determine the impact of contract costs, prices of overhead, allowability of costs, financial systems, cost accounting standards,

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
19	800 02a1	T	834 20	N/A-N/A	Destroy 1 year after completion of contract except contracts in litigation, forward pertinent documents to assigned ACO	N1-361-91-13		Production Surveillance Files	Contract abstracts, modifications, production contract analysis and surveillance plan, correspondence, shipping documents, Quality Discrepancy Reports (QDRs), status requests, acceleration requests, progress payment records, and related documents pertaining to production activities
20	800 02a1	T	834 25	N/A-N/A	Destroy after 2 years	N1-361-91-13		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 surveillance, follow-up and liaison, conduct progress payment evaluations, overtime analyses, miscellaneous surveys, and to report on progress and status
21	800 02a1	T	834 40	N/A-N/A	Destroy after 1 year	N1-361-91-13		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

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
22	800 02a1	T	834 60	N/A-N/A	Destroy after 5 years	N1-361-91-13		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 similar records related to contractor requests for IPE/OPE
23	800 02a1	T	834 70	N/A-N/A	Destroy after 5 years	N1-361-91-13		Priorities and Allocations	Contractor requests, IPR review and recommendations, and similar documents related to processing of requests for special assistance for materials
24	800 02a1	T	834 80	N/A-N/A	Destroy after 5 years	N1-361-91-13		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 Government-furnished equipment to ensure utilization limited to Government contract items

Records Schedule 800  
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
25	800 02a1	T	834 90	N/A-N/A	Destroy after 5 years or when no longer needed whichever is later	N1-361-91-13		Special Tooling Requests	Tooling and test equipment request forms, checklists, backup materials, reports, recommendations, and similar records related to contractor requests
26	800 02a1		836 00	N/A-N/A	Informational	N1-361-91-13	Relates to the settlement of contracts terminated for the convenience of the Government	Termination Settlement	Relates to the settlement of contracts terminated for the convenience of the Government
27	800 02a1	T	836 30	N/A-N/A	Transfer to responsible ACO after case settled	N1-361-91-13	Relates to the settlement of contracts terminated for the convenience of the Government	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) delegations/revocations, memorandum of initial and other conferences, contractor no-cost letter, miscellaneous documents (correspondence), prime contractor's settlement proposal partial payment applications and related documents, audit reports, technical reports, format-letter notification-excess funds, list and disposition of subcontractors' claims not included in settlement memorandum, documents supporting subcontract settlements, documents pertaining to counterclaims, set-offs, appeals, litigations, etc., subcontractor and contractor plant clearance reports, settlement memorandum, settlement review board actions, settlement

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
28	800 02a1	T	836 60	N/A-N/A	Transfer to responsible ACO after prime contract settled	N1-361-91-13	Relates to the settlement of contracts terminated for the convenience of the Government	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
29	800 02a1	T	890 55 A	N/A-N/A	Destroy 5 years after completion of contract	N1-361-91-06	Reviews and evaluations of contractor proposals such as Value Engineering proposals, cost reduction proposals, and engineering change cost proposals	Technical Evaluation of Cost Proposals -	Approved proposals
30	800 02a1	T	890 55 B	N/A-N/A	Destroy 1 year after final action	N1-361-91-06	Reviews and evaluations of contractor proposals such as Value Engineering proposals, cost reduction proposals, and engineering change cost proposals	Technical Evaluation of Cost Proposals -	Rejected proposal

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
31	800 02a1	T	890 60	N/A-N/A	Destroy after 5 years	N1-361-91-06		Facilities Evaluations and Reviews	Evaluations of proposed changes in plant facilities and equipment including Government-furnished equipment and property
32	800.02a1	I		N/A-N/A	Indefinite		Relates to surveillance of contractor engineering and manufacturing systems and errors, analysis of contractor generated engineering and technical proposals and reports, and Contract Administration Services support to Military Service and non-DoD program manager support for weapon systems and other critical Government acquisitions. This section does not apply to documentation appropriate for retention under FAR Subpart 48 - Contract Files.	Acquire Document Workflow	Electronic Document Workflow (EDW) is a suite of retrieval, document routing, file management, and reports management system. Currently EDW serves as an electronic records management system for contract administrative services mission related records.
33	800 02a1	T		N/A-N/A	Destroy 10 years after close of contract, or final payment or when no unresolved issues			Closed Contract Database (CCDB)	CCDB is an optical storage device that interfaces with MOCAS. As contracts are closed in MOCAS a "picture" of the entire contract in MOCAS are written to an optical platter. In the event any contracts are prematurely closed, the data associated with the contract will be saved off and retrievable - If closed information is needed a copy can be loaded to a CLONE database. If a contract is closed and written to optical/CCDB and later reopened and then closed again, only the last picture of how the contract looked at closeout is available in CCDB. CCDB nor does MOCAS maintain copies of documents/correspondence.

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
34	800 02a2	T	831 05 C	GRS 03- Item 3c	Destroy upon termination or completion		Contracts Individual and subcontract case files accumulated from the administration of individual contracts and consisting of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered elsewhere) ,	Contracts - Other copies	Contracts - Other copies of records described in "Series 831 05 used by component elements of a procurement office for administrative purposes
35	800 03a	T	830 00	N/A-N/A				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
36	800 03a	T	830 01	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner	N1-361-91-13		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, studies and analyses, reports, letter guidance and direction, and related documents

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
37	800 03a	T	830 02 A	N/A-N/A	Destroy after 2 years	N1-361-91-13	Documents providing general direction, staff guidance and reporting in the management and administration of Contract Management matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere	Management Operations Correspondence Files - DCMAHQ	DCMAHQ
38	800 03a	T	830 02 B	N/A-N/A	Destroy after 1 year	N1-361-91-13	Documents providing general direction, staff guidance and reporting in the management and administration of Contract Management matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere	Management Operations Correspondence Files - Other activities	Other activities
39	800 03a	T	831 10	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference, whichever is sooner	N1-361-91-13		Cost Accounting	Federal Acquisition Regulation (FAR) and Administrative Contracting Officer (ACO) Cost Accounting Standards (CAS), audit reports and findings, pricing reviews, contractor disclosure statements and revision requests, adequacy/inadequacy determination letters, noncompliance decisions, negotiation memorandums, correspondence with contractors relating to cost impacts and proposals used for research and review in the administration of cost accounting standards and compliance

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
40	800 03a	T	831 20	N/A-N/A	Destroy 2 years after debarment/suspension action lifted	N1-361-91-13		Debarment and Suspension Files	Documents pertaining to contractor performance, correspondence, debarment recommendation letters, meeting minutes, notifications to buying activities, contractor rebuttals, debarment notification letters, Contractor Improvement Program (CIP) letters, and similar records related to contractor nonperformance issues
41	800 03a	T	831 30	N/A-N/A	Destroy when superseded or no longer needed	N1-361-91-13		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
42	800 03a	T	831 35	N/A-N/A	Destroy 3 years after subsequent review completed	N1-361-91-13		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 Accounting Systems (MMAS), and estimating system procedures used to determine contractor CAS compliance

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
43	800 03a	T	831 40	N/A-N/A	Destroy when replaced by current rate file	N1-361-91-13		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
44	800 03a	T	831 45	N/A-N/A	Destroy after 2 years	N1-361-91-13		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
45	800 03a	T	831 65	N/A-N/A	Destroy 6 years and 3 months after final payment	N1-361-91-13		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

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
46	800 03a	T	832 00	N/A-N/A				Contract Property Management	Relates to the management, control, and disposition of Government property in the possession of contractors
47	800 03a	T	832 20	N/A-N/A	Destroy 3 years after contract closeout	N1-361-91-13		Contract Requirements and Obligations	Copies of financial reports provided by contractors reflecting Government property in their possession, and copies of contract closeout documents
48	800 03a	T	832 40	N/A-N/A	Destroy after 3 years	N1-361-91-13		Contractor Property Management	Surveys of contractors used to evaluate, approve, or effect remedial action of contractors Government property management systems

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
49	800 03a	T	832 60	N/A-N/A	Destroy after 3 years	N1-361-91-13		Property Control Systems	Summaries of systems condition used to conclude all actions required to correct unsatisfactory property control systems
50	800 03a	T	832 80	N/A-N/A	Destroy when superseded, obsolete or no longer needed, whichever is sooner	N1-361-91-13		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
51	800 03a	T	832 82	N/A-N/A	When closed, transfer contents of file to ACO for inclusion in contract file	N1-361-93-5		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

Records Schedule 800  
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
52	800 03a	T	832 84	GRS 23- Item 8	Delete 6 years after close of related contracts  [Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable ]			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
53	800 03a	I	833 00	N/A-N/A	Information	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	Contractor Financial Capability	Relates to the implementation of cost price and financial analysis, and contractor system reviews
54	800 03a	T	833 20	N/A-N/A	Destroy when contractor is no longer under DCMA cognizance	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	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

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
55	800 03a	T	833 30	N/A-N/A	Destroy after 9 years	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	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
56	800 03a	T	833 40	N/A-N/A	Destroy after 4 years	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	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
57	800 03a	T	833 50	N/A-N/A	Destroy after 3 years	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	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

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
58	800 03a	T	833 60	N/A-N/A	Destroy after 3 years	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	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
59	800 03a	T	833 70	N/A-N/A	Destroy after 3 years	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	Contractor Purchasing System Review (CPSR) Working Files	Spreadsheets, statistical reports, marketing materials and other related backup materials used to prepare CPSR reports
60	800 03a	T	833 80	N/A-N/A	Destroy after 3 years except merge study with CPSR File if CPSR performed later	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	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

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
61	800 03a	T	833 90	N/A-N/A	Destroy after 3 years	N1-361-91-13	Relates to the implementation of cost price and financial analysis, and contractor system reviews	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
62	800 03a	T	834 10	N/A-N/A	Destroy 2 years after end of planning year	N1-361-91-13		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
63	800 03a	T	834 50	N/A-N/A	Destroy after 1 year	N1-361-91-13		Contractor Performance	Monthly and annual contractor performance reports used to evaluate and provide an annual history of contractor performance

Records Schedule 800  
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
64	800 03a	T	835 00	N/A-N/A	Destroy after 6 years			Documentation of packaging, surveys or implementation of transportation, trade agreements, including the trade headings and level source administrative functions.	
65	800 03a	T	835 10	GRS 09- Item 1c	Destroy after 6 years [Destroy 6 years after the period of the account ]			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 TCMDs, and to identify contractors requiring orientation
66	800 03a	T	835 15	N/A-N/A	Destroy after 4 years	NN-168-94		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

Records Schedule 800  
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
67	800 03a	T	835 20	N/A-N/A	Destroy after 3 years	N1-361-91-13	.	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
68	800 03a	T	835 30	N/A-N/A	Destroy after 3 years	N1-361-91-13		Tonnage Distribution	Listings, printouts and applications for GBLs used to ensure proper distribution of tonnage to carriers
69	800 03a	T	835 40	N/A-N/A	Destroy when superseded, obsolete or upon completion of contract	N1-361-91-13		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

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
70	800 03a	T	835 50	N/A-N/A	Destroy after 3 years	N1-361-91-13		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
71	800 03a	T	835 60	N/A-N/A	Destroy when superseded, obsolete, or contractor no longer required to provide Procedure A services	N1-361-91-13		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
72	800 03a	T	835 70	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference	N1-361-91-13		Hazardous/Protected Material Transportation	Documents, except GBLs/CBLs, relating to contracts for packaging, marking, and transportation of hazardous, sensitive, or classified materials

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
73	800 03a	T	835 90	N/A-N/A	Destroy when superseded, obsolete, or no longer needed			Transportation Workload Analysis/(SIR & Workload Database Reports)/PBM	Documents and evidence of each Division workload
74	800.03b	F	890.00	N/A-N/A	Informational		Refers to surveillance of contractor engineering and manufacturing systems and efforts analysis of contractor papers (not engineering and technical reports and reports and Contract Administration Services support to Military Services and non-IPD program managers support for we pdr system and other effort) Governmental transactions, this section does not apply to documentation appropriate for creation under FAR Subject 4.6 - Contract files.	Engineering and Analysis (8/2011 revised title from Program and Technical Support (P&T))	
75	800 03a	T	890 01	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner	N1-361-91-06		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

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
76	800 03a	T	890 02 A	N/A-N/A	Destroy after 2 years	N1-361-91-06	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	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
77	800 03a	T	890 15	N/A-N/A	Destroy when superseded, obsolete, or no longer needed	N1-361-91-06		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
78	800 03a	T	890 20	N/A-N/A	Destroy 1 year after program termination, or completion of contract	N1-361-91-06		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

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
79	800 03a	T	890 25	N/A-N/A	Destroy on termination of facility cognizance	N1-361-91-06		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
80	800 03a	T	890 30	N/A-N/A	Destroy after 1 year	N1-361-91-06		Situation Reports	Reports regarding urgent or emerging Defense issues related to programs at contractor plants
81	800 03a	T	890 35	GRS 03- Item 4a	Destroy when 2 years old			Management Information Reports	Statistical reports and management summaries (e.g., Technical Management Database (TMD), Mechanization of Contract Administration Services Database (MOCAS))

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
82	800 03a	T	890 40	N/A-N/A	Destroy after 3 years	N1-361-91-06		PARS/PACS (note 8/2011 revised old title (Program Managed Contracts Reports"	Status reports on weapon systems and other priority program contracts
83	800 03a	T	890 45 A	N/A-N/A	Destroy when no longer needed	N1-361-91-06	Reviews, evaluations, discrepancy documents, requests and related items concerning production, work measurement, design, software, configuration, test, performance, logistics support, and comparable system elements	Contractor System Surveillance -	Routine surveillance
84	800 03a	T	890 45 B	N/A-N/A	Destroy 10 years after adequate corrective action	N1-361-91-06	Reviews, evaluations, discrepancy documents, requests and related items concerning production, work measurement, design, software, configuration, test, performance, logistics support, and comparable system elements	Contractor System Surveillance -	Discrepancy Reports

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
85	800 03a	T	890 65	N/A-N/A	Destroy after 2 years	N1-361-91-06		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
86	800 03b	T	890 02 B	N/A-N/A	Destroy after 1 year	N1-361-91-06	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	Engineering and Analysis Correspondence File - Other activities ( 8/2011 revised title from Program and Technical Support Correspondence Files - Other activities)	Other activities
87	800 03b	T		N/A-N/A	Informational System - DCMA uses system to share information	Non-Scheduled system owned by DFAS		Electronic Document Access (EDA) Web (shared system owned by DFAS)	The primary function of the Department of Defense (DoD) Electronic Document Access (EDA) is to allow EDA users (to include DCMA) access to official DoD documents via a Web browser EDA serves as a centralized document repository that is used to provide access to the following documents Contracts, Contract Modifications, Freight Government Bills of Lading (GBL), Personal Property GBL's, Vouchers (Accounting, Commercial Pay (includes MAAPR), Travel, & Military Pay), DD1716s, Contract Deficiency Reports (CDRs), Signature Cards, Electronic 110s, Government Travel Requests (GTRs), and Non-Automated GBLs Each EDA document contains specific information that is relative to that document type Examples of EDA capability include A)The

**Records Schedule 800  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
88	800 04a	T	940 05	N/A-N/A	Exception to Records Series 835 10 - Cut off at end of Fiscal Year, maintain in current file area for 2 years, then retire to Federal Records Center Destroy after 30 years (Records must be kept in paper format)			Foreign Military Sales (FMS) Transportation Case Files	Related to issuance of Foreign Military Sales Bills of Lading in performance of Contract Administration Service duties, includes supporting document such as notices of availability, transportation control movement documents, issue release/receipt documents
89	800 02b1	T					Refers to the official source input for the Closed Contract Database i.e Mechanization of Contract Administration Services (MOCAS) or its successor This item covers electronic database records only For open paper files refer to Schedule section 170 02a/170 02b1 and 800 02a/800 02b	Mechanization of Contract Administration Services (MOCAS)	To improve system efficiency, when contracts are closed the contract information maintained in MOCAS (database) is moved to the Closed Contract Database (CCDB) When closed contracts are re-opened information is again moved to the Closed Contract Database (CCDC), where a history of the transactions is kept
90	800 03a	T	831 15	N/A-N/A	Destroy after 3 years	N1-361-91-13		Contractor Accounting System Review Records	DCAA approved/disapproved systems reports, pricing reviews, technical reviews, ACO disapproval letters, contractor correction notifications, revised DCAA reports, and related records used to monitor contractor accounting systems