

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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**TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO. **NI-AFU-89-31**

DATE RECEIVED **8/1/89**

1. FROM (Agency or establishment)
Department of the Air Force

2. MAJOR SUBDIVISION
Directorate of Information Management (SAF/AADA)


3. MINOR SUBDIVISION
Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Jay N. Rivest

5. TELEPHONE EXT.
694-3431

NOTIFICATION TO AGENCY

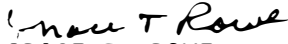
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE **3/6/90** ARCHIVIST OF THE UNITED STATES


6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE JUL 28 1989	C. SIGNATURE OF AGENCY REPRESENTATIVE  GRACE T. ROWE	D. TITLE Chief, Records Management Policy Sec Directorate of Information Management
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p align="center">CONTRACTING RECORDS (T70-1) (Applicable Air Force-wide)</p> <p>This is an addition to our revised table 70-1. The purpose of this submission is to establish rule 24 to cover the disposition of <u>Pricing Reviews</u> (see Atch 1). We initiate these documents at specific levels to evaluate the propriety and soundness of contractors' price proposals. Usage is as frequently as daily until award of the contract; then we use these documents for legal purposes in defending Government actions. Our proposed retention period is in concert with the current Federal Acquisition Regulation (see Atch 2). The General Accounting Office concurred with the revised retention period (see Atch 3).</p>	NI-AFU-86-28	

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 70-1
CONTRACTING RECORDS

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
24	pricing reviews	documents related to reviews of contractor price proposals subject to certification of cost or pricing data (see FAR 15.804-2)		destroy after 6 years from the date of final payment under the contract or after 9 years if conditions do not permit cross referencing of the pricing review file to the official contract file.	NI-AFU-86-28

Attach 1

(2) Official Contract Case File--remove folder for completed contract from the active file series, mark each folder or folder tab "Completed (Date)" and place folder in completed (inactive) contract file series; separate series should be established for contracts of \$10,000 or less and for contracts of more than \$10,000 to facilitate later disposal.

(3) Cross Reference/Locator Files--remove any contract cross-reference data forms relating to the completed contract, mark each "Completed (Date)" and place them in completed (inactive) cross-reference/locator file series for later disposal.

(b) Review of Contractor General Files. Each office shall review contractor general files at least once annually and--

(1) Remove obsolete and superseded documents relating generally to the contractor (e.g., documents no longer pertinent to any aspect of contractor's current or future capability, performance, or programs, and documents relating to a contractor who is no longer a possible source of supplies, services, or technical assistance) and dispose as authorized.

(2) Remove any documents pertaining only to completed contracts, place those not routine in nature in inactive contractor file for later disposal and immediately dispose of routine documents as authorized.

(c) Retirement of Completed Files. Completed files series shall be cut off at least annually, and new series begun to facilitate destruction in blocks--normally annual blocks. The cut-off series shall be held in the office maintaining the records for an additional period not to exceed one year and then stored locally in record-holding or staging areas, if available, until they are eligible for destruction (see FAR 4.805); when such space is not available, the files shall then be transferred to the General Services Administration Federal Records Center servicing the area. Completed cross reference/locator files shall be held locally until eligible for destruction.

4.805-70 Disposal of Duplicate or Working Contract or Contractor Files. Duplicate copies of official file documents and extraneous materials not required or appropriate for filing in official files shall be destroyed as soon as they have served their purpose, when actions which the file facilitated have been taken, or upon physical completion or final payment under the contract, as appropriate. In no case shall such copies be retained for longer than one year after final payment under the contract. However, pricing review files containing documents related to reviews of contractor price proposals, subject to certification of cost or pricing data (see FAR 15.804-2), shall not be destroyed before the expiration of 6 years from the date of final payment under the contract. If conditions exist, however,

which do not permit cross-referencing the pricing review file to the official contract file to determine the date of final payment, the pricing review file will, in that case, be retained for 9 years following completion of the proposal review.

4.805-71 Disposal of Contract Cross Reference/Locator Files.

Completed contract cross reference/locator files shall be destroyed at the same time as the related contract file, or when they are no longer required as contract cross-reference/locator.

TABLE 69-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
5	warehouse shipping	copies of records used for picking, packing and loading stock for shipment (such as shipping documents, tallies, reports of outbound freight cars, work assignment sheets, stock or packing tags)	at depot warehouses	destroy 3 months after shipment.
6	labor and equipment for warehousing activities	work assignment sheets, working reports of the operation of materials-handling equipment; daily work reports showing such information as date, shift, cars or trucks loaded or unloaded		destroy after 6 months.
7	storage control registers	voucher assignment registers, shipping control registers, tally number registers, and comparable devices		destroy after 3 years.
8	storage reporting	storage space and occupancy reports	at MAJCOMs	
9		depot space and operating reports, monthly materiel-handling reports, or comparable reports relating to overall storage operation which are made to higher headquarters	at subordinate activities	destroy after 1 year.
10	special weapons storage facilities report	site plans showing type and location of storage and maintenance facilities at AF bases for atomic, radiological and biological weapons	at bases and intermediate headquarters	destroy when superseded.
11	aircraft-installed equipment storage	inventory records of aircraft-installed equipment which the aircraft maintenance officer has determined is used infrequently	at EMOs/BEMOs	destroy on removal of item from storage.

*70. Contracting and Acquisition. These tables cover records relating to contracting and acquiring materiel and services from sources from outside the AF.

TABLE 70-1

*CONTRACTING RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	general contract case files (paying office contract files are covered in table 177-18)	contracts, requisitions, purchase order, lease and bond surety records, including correspondence and related papers pertaining to award, administration; receipt, inspection and payment, and other records prescribed in the Federal Acquisition Regulation 48 CFR 4.805; contracting or purchase organization copy and related papers for internal audit purposes (see note 1)	transactions of \$25,000 or less and construction contracts under \$2,000	destroy 3 years after final payment.
*2			transactions of more than \$25,000 and all construction contracts exceeding \$2,000	destroy 6 years and 3 months after final payment.
*2.1			GAO copies of contracts	destroy 6 years and 3 months after close of contract.
*3		utility contracts containing records of payment by the government for connection or termination charges associated with the service or records of payments to become due to the government by the supplier (e.g., electric cooperatives, etc.)		destroy 15 years after close of contract.
4			delivery order transactions for more than \$10,000 written against utility requirements contracts to provide payment for services received	destroy 6 years after payment. (Also see rule 5.)

TABLE 70-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
4.1			delivery order transactions for \$10,000 or less written against utility requirements contracts to provide payment for services received	destroy 1 year after payment. (Also see rule 5.)
5			records pertaining to exceptions or protest, claims for or against the United States, investigations, cases pending or in litigation, or similar matters	retain until final clearance or settlement, or until the retention periods otherwise specified for the records in rules 1 through 3 are completed, whichever is later.
*5.1		all unsuccessful offers or quotations that pertain to contracts below the appropriate purchase limitation in FAR, Part 13		destroy 1 year after date of award or until final payment whichever, is later. (Exception: If the contracting officer determines that the files have future value to the Government, retain and destroy when no longer needed.)
*5.2		contract status (progressing), expediting, and production surveillance records		destroy 6 months after final payment.
*5.3		signed originals of justifications and approvals and determination and findings required by FAR Part 6, and of supporting documents and data		destroy 6 years and 3 months after final payment.
*5.4		labor compliance records, including equal employment opportunity records		destroy 3 years after final payment.
6		information copies		destroy 3 months after final payment or when no longer needed, whichever is sooner.
*7		records or documents other than those in FAR 8.405 (a)-(j) pertaining to contracts above ^{or below} the appropriate small purchase limitation in FAR Part 13		destroy 1 year after final payment.
*7.1		records or documents other than those in FAR 4.805 (a)-(k) pertaining to contracts above the appropriate small purchase limitation in FAR Part 13		destroy 6 years and 3 months after final payment.
*7.2		records pertaining generally to the contractor as described in FAR 4.801(c)(3)	at purchasing and contract administration offices	destroy when superseded or obsolete.
7.3		duplicate or working copies		destroy when no longer needed.
*7.4	Solicited and unsolicited unsuccessful bids	relating to transactions above the appropriate small purchase limitation in FAR Part 13	filed separately from contract case files	destroy when related contract is completed.
*7.5			filed with contract case files	destroy with the related contract case file (see rules 1 and 2).
*7.6	successful bids and proposals			destroy with the related contract case files (see rules 1 and 2).
8	transactions that do not obligate funds	indefinite deliver-type contracts, call procurement arrangements, basic ordering agreements, and related records		destroy 6 years after expiration or termination.

TABLE 70-1. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*9	cancelled procurement actions	purchase orders and contracts which were cancelled before legally effective contracts were consummated, and related procurement records—such as notification of cancellation, various contractual forms, related correspondence, and other papers, and, if funds have been allocated, copy of the notification that the funds are to be cancelled (see FAR 4.801 (c)(1))		destroy 5 years after date of cancellation.
10	subcontracts written under a fixed-price prime contract	contracts or lists of vendors submitted for approval as to source only	at the contracting offices administering the prime contract	destroy on completion of the subcontract.
*11	Armed Services Board of Contract Appeal cases	notice of appeal, rule 4 records, complaint, answer (and/or motion), trial attorney's work papers, transcript of proceedings before the Board, exhibits, briefs, and Board decisions	sent to the Board in support of the parties' positions with regard to an appeal taken under the disputes clause of an AF contract, together with the working papers of the trial attorney charged with responsibility of representing the AF before the Board	destroy 10 years after final action on decision.
12	engineering change proposals (ECPs)	adopted AF and/or contractor-initiated ECPs or VECPs concerning repair, modernization of AF items of equipment maintained as a part of the individual procurement case file	for AF and/or Security Assistance Program use, which result in change orders, supplemental agreements, or other instruments necessary for effecting contract changes	see rules 1 and 2.
13			at the administrative contracting office as part of the official contract file	
*14		ECPs recommended for adoption by the AF, but not adopted		destroy after 2 years.
*15		ECPs withdrawn by the contractor		
16		rejected ECPs		destroy 6 months after final payment under the contract.
17	source selection proceedings	records of source selection boards, and their attendant working and evaluation groups	at procuring and/or technical evaluating offices	destroy with related contract.
18		proposals furnished by a successful contractor	at the SPO or project monitor office	destroy 6 years after final payment of any contract resulting therefrom.
19		proposals submitted by unsuccessful competitors		destroy with related contracts.
20		notes and working papers of group members		destroy after 1 year.
21	small business program files	records used in congressional hearing regarding past small business actions and initiatives, statistics, and related papers	at purchasing offices, contract administration offices, and MAJCOM small business staff elements	destroy when superseded or obsolete.
*22	individual vendor files	miscellaneous material indicating supplies and services offered by each vendor		destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the procurement activity, whichever is sooner.
*23	numbered contracting letters	records used to announce contracting policies, procedures, instructions and solicitations—contract formats		destroy when superseded, obsolete and/or incorporated in the Federal Acquisition Regulation (FAR) or in a supplement to the FAR.