

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> CORRECTE (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-91-14	DATE RECEIVED 7-12-91
1. FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Jay N. Rivest	5. TELEPHONE EXT. (703) 614-3431	DATE 7/16/92	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 3 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 MAY 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE GRACE T. ROWE <i>Grace T. Rowe</i>	D. TITLE Chief, Records Mgt Policy Br Directorate of Information Mgt
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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 GRS OR SUPERSEDED JOB CITATION	10.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>CONTRACT PERFORMANCE RECORDS (T70-5) (Applicable Air Force-wide)</p> <p>This is a revision to our table 70-5. The purpose of this submission is to alter rules 20, 21, and 22 for <u>Debarment/Suspension Case Files</u> (formerly Procurement Fraud Case Files). This action eliminates these records series from "un-scheduled permanent" retention and establishes definitive disposition instructions.</p> <p>These documents are initiated at specific levels to suspend/debar a contractor or potential contractor, from doing Air Force business. Interest in these records involves two aspects: (a) they are supporting documents to Air Force contract case files which are destroyed 6 years and 3 months after final payment, and (b) certain cases are of continuing interest. Debarment/suspension</p> <p>[continued on next page...]</p>	NN-170-33	

*Copies sent to NN-W, NNT, NCF, NIA 7/27/92*

documents support the Government's actions to discontinue existing contracts, defend the withholding of contract awards for a certain vendor, answer inquiries from other Federal agencies, or defend the Government in litigation.

#### CONTRACT-SUPPORT:

Contracting officers initiate cases when appropriate (see Atch 2). Generally, debarments/suspensions are valid for a period of three years; directives provide for an extension/renewal based on a review of the case.

Our proposed retention period of 6 years and 3 months is for routine contract-supporting cases coincides with the other military branches and the provisions of the Federal Acquisition Regulation (FAR) (see Atch 3).

Our proposed retention permanent is for certain contract-supporting cases of lasting significance due to their unique circumstances, anticipated political or Congressional interest, potential long-term informational value for another Federal agency, or possible public media coverage.

Usage can be as frequently as daily until the vendor's rebuttal is settled; then the documents are retained for review at the end of three years. At that time, the debarment/suspension may be continued or stopped. The debarment/suspension case files are closed only when the last contract related to that vendor has been closed.

#### LITIGATION-SUPPORT:

Sometimes debarment/suspension cases are litigated. In the normal course of business, a duplicate of each debarment/suspension case file is provided to the legal office by the acquisition office (see Atch 4). These documents are part of the litigation case file and are retained appropriately.

We attach our proposed disposition instructions, FAR retention requirements, operating instructions, and General Accounting Office's concurrence (at Atch 5).

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 70-5  
CONTRACT PERFORMANCE RECORDS

	A	B	C	D	E
RULE	If the record series title is	consisting of	which are	then	authorized by
20	Debarment/Suspension Case Files - Routine	reports of irregularities in AF procurements which are determined by the debarring official to be routine or having no lasting or only temporary significance, including resulting actions to debar or suspend and related records	above MAJCOM	destroy 6 years and 3 months after termination/expiration (close-out of case file)	
20.1	Debarment/Suspension Case Files - Lasting Significance	reports of irregularities in AF procurements which are determined by the debarring official to have lasting significance, including resulting actions to debar or suspend and related records	above MAJCOM	retire as permanent to WNRC 1 year after termination/expiration (close-out of case file)(see note 3)	
21	Debarment/Suspension Case Files - MAJCOM and below	reports of irregularities in AF procurements, including resulting actions to debar or suspend, and related records	at MAJCOMs and below	destroy 2 years after termination/expiration (close-out of case file)	
22	RESERVED			(see table 70-5, rule 21 above)	

NOTES:

3. Offer records to National Archives in 5-year blocks when latest record is 25 years old.

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