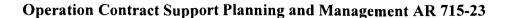
Request for Records Dispusition Authority (See Instructions on reverse) National Archives and Records Administration (NIR)			Leav	Leave Blank (NARA Use Only) Job Number		
			Job Number			
Washington, DC 20408		n (NIR)				
1 From (Agency or establishmen			Date Receive	d		
Department of the Army	,					
2 Major Subdivision			——————————————————————————————————————	Notification to ordance with the pr		
Office of the Administra	otive Assistant to the Sec	cretary of the Army		3303a, the disposi		
3 Minor Subdivision				amendments, is a hat may be marked	pproved except for	
Records Management ar	nd Declassification Ager	ncv		red" or "withdrawn"		
4 Name of Person with whom to		5 Telephone (include area code)	Date	Ac	chivist offithe United States	
Erica Elaine Wilson		703-428-6393	1200	- 11	$\frac{1}{2}$ $ a_{i} $	
6 Agency Certification		, 05 1.20 0575		<u> </u>	2011	
for disposal on the attache	d 2 page(s) are written concurrence from t	ency in matters pertaining to the disposi e not now needed for the business of the the General Accounting Office, under the	is agency or will no	t be needed after	the retention	
Signature of Agency Representativ	e /	Trile			Date (mm/dd/yyyy)	
KI Child		Richard A Wojewoda, Chief, R	ecords Managem	ent Division	09/09/2012	
7 9 GRS or Item 8 Description of Item and Proposed Disposition Superseded					/ 10 Action taken (NARA Use Only)	
Background. The fulfills the require CFR employs throwork together to a storage and displate electronic documents. The requests, engineer award documents management of la implementation of improves customes. CFR benefits the single source for increased visibility. Note Use record automated system.	Foreign Governments of A. Contract File Room (Coment of the paperless were technologies (Imaging manage information with any of documents Electrogents into a folder Works rovides users with electronic documents, small by post award documents arge volumes of hard copf business practices through the service and reduces of user by eliminating delagelectronic search and retry to all contract and pronumber (RN) 25-1kkk in administrative reports, RN 25-1nnn for backup	tys in access of critical documents, pareval of these documents and provincurment actions for source/input records, RN 25-111 RN 25-1mmm for system documen	tem that lance lan		* See ATTACHMENTS CHANGED DER RI FECOMMENCIATION	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	Job Number	Page
		2 of 2
	Į.	. 2012

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RN 715-23a Title Contractor File Room (CFR) System Master File Authority TBD PA TBD Description Contract Files purchase requests engineering documents, small business solutions, amendments, evaluations award documents, post award documents and document modifications Disposition FE7 Event is when a PK9 is generated (Final delivery contractor paid items shaped.) Keep until event occurs and then until no longer needed for conducting business, then retire to the Army Flectronic Archives (AEA). The AEX year delicte record 7 years after the event.	SUPERSEDED JOB CITATION	TAKEN (NARA



The Project Contract Folder (PCF) is a document management system that fulfills the requirement of the paperless work directive and DOD 5015 compliance. PCF employs three technologies (imaging, electronic foldering and workflow) that work together to manage information without paper. Imaging is the electronic capture, storage and display of documents. Electronic foldering is the logical grouping of related electronic documents into a folder. Workflow is the automation of business rules and processes. PCF provides users with electronic access to contract files, purchase requests, engineering documents, small business solutions, amendments, evaluations, award documents, post award documents and document modifications. It resolves the implementation of business practices throughout the Army Material Command (AMC), and improves customer service and reduces operating costs.

PCF benefits the user by eliminating delays in access of critical documents, provides a single source for electronic search and retrieval of these documents and provides increased visibility to all contract and procurement actions

RN 715-23A

Title Project Contract Folder (PCF) System Master File

Authority: TBD

PA TBD

Description: Contract files, purchase requests, engineering documents, small business solutions, amendments, evaluations, award documents, post award documents and document modification

Disposition: KEN. Event is when the PK9 (notification of contract is closed) is generated, final delivery, and contractor paid Keep until the event occurs and then until no longer needed for conducting business

Note: Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, RN 25-1mmm for system documentation and specification, and RN 25-1nnn for backup files