

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)
Department of the Army

2 Major Subdivision
Office of the Administrative Assistant to the Secretary of the Army

3 Minor Subdivision
Records Management and Declassification Agency

4 Name of Person with whom to confer
Erica Elaine Wilson

5 Telephone (include area code)
703-428-6393

Job Number

Date Received

Notification to Agency
 In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date *09/09/2012* Archivist of the United States *[Signature]*

6 **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 on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative *[Signature]* Title **Richard A. Wojewoda, Chief, Records Management Division** Date (mm/dd/yyyy) **09/09/2012**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>Performance of Contract Administration Services on Direct Commercial Contracts of Foreign Governments or International Organizations AR 715-23</p> <p>Background. The Contract File Room (CFR) is a document management system that fulfills the requirement of the paperless work directive and DOD 5015 compliance. CFR employs three technologies (Imaging, Electronic Filing and Workflow) that work together to manage information without paper. Imaging is the electronic capture, storage and display of documents. Electronic Filing is the logical grouping of related electronic documents into a folder. Workflow is the automation of business rules and processes. CFR 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 management of large volumes of hard copy documents, ensures the consistent implementation of business practices throughout the Army Material Command (AMC), improves customer service and reduces operating costs.</p> <p>CFR 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.</p> <p>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.</p> <p>Proponent is AMC.</p> <p style="text-align: right;"><i>TW</i> <i>12/12/11</i></p>		<p>* See Attachments - changed per RM recommendations</p>

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	<p>Title Contractor File Room (CFR) System Master File Authority TBD PA TBD</p> <p>Description Contract Files purchase requests engineering documents, small business solutions, amendments, evaluations award documents, post award documents and document modifications</p> <p>Disposition FE7 Event is when a PK9 is generated (Final delivery contractor paid items shipped) Keep until event occurs and then until no longer needed for conducting business, then retire to the Army Electronic Archives (AEA) The AEA will delete record 7 years after the event</p>		<p><i>SEE Attachments CHANGED Per RM REQUEST</i></p>

12/12/11

Operation Contract Support Planning and Management AR 715-23

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.