

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 items

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION

The Adjutant General Center

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. C. Burgess

5. TEL. EXT.

693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 18 1976	JOB NO. NCI-AC-76-45
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 stamped "disposal not approved" or "with-drawn" in column 10.	
(Date) JUN 7 1976	James E. O'Neill Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12 May 76
Date **S. J. POMRENZE**
(Signature of Agency Representative)

Chief, Records Management Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Civil works contract files.</u> (FN 1403-26) Documents relating to the procurement of supplies, material and equipment, and other services, but exclusive of construction and maintenance contract files. These files accumulate in various operating elements of Corps of Engineers procurement offices.</p> <p>Documents accumulated in connection with civil works contract files are divided into 2 groups.</p> <p>a. Contractual instrument files include documents relating to one specific contract when created or accumulated, preaward data, such as advertising order, determinations and findings, invitations for bid, abstract of bids, accepted and unsuccessful bids, bonds, and original contract with modifications, copy of specifications and addendums thereto, notice to proceed and notice of completion, and related papers determined by the contracting officer to be essential to completion of the file.</p> <p>b. Residual files, containing documents other than those defined above, including requisitions and contract property accounts. Records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of decision of the board.</p> <p>Contractual instrument files created prior to 2 July 1975: Destroy 10 years and 3 months after final payment.</p>		

Copy to Agency & All FARCS 6-9-76

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Contractual instrument files created on or after 2 July 1975: Destroy 6 years and 3 months after final payment.</p> <p>Transfer to the appropriate Federal Archives and Records Center, after 3 years or upon completion of site audit, whichever is first. Civil Works Site Audit Files, described in 313-02, of the same fiscal year, will be transferred together with (but not interfiled with) these files.</p> <p>Residual files: Destroy at time of retirement of the contractual instrument files or 3 years after final payment of the contract, whichever is later.</p>		