

**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<br><b>MAY 18 1976</b>   | JOB NO.<br><b>NC1-AG-76-46</b> |
| 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. |                                |
| <p align="right"> <b>JUN 7 1976</b><br/>           (Date) <i>James E. O'Neill</i><br/>           ACTING Archivist of the United States         </p>   |                                |

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.

*11 May 76*  
 Date *S. J. Pomrenze*  
 (Signature of Agency Representative) *Chief, Records Management Division*  
 (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1           | <p><u>Military construction contract files.</u> (FN 1519-09) These files accumulate in various operating elements of an office responsible for administration of architect-engineer and construction contracts for military projects.</p> <p>Note. Certain files relating to a contract may also accumulate in offices at other locations when the responsibility for performance of certain functions is delegated to such offices. These offices will be designated as the "office of record" and will be responsible for complete documentation of the function, in order that duplicate files maintained by other elements can be destroyed as reference papers. Record files of each operating element will be transferred to the records holding area without consolidation with files of other elements of the same office or other offices. Documents reflecting accounting and control of expenditures made under the contract, such as construction authorization, distribution of fixed-fee vouchers, allotment ledgers, fund control registers, reimbursement vouchers, statements of Federal and State unemployment tax, Social Security tax receipts, travel vouchers, progress reports of liabilities and disbursement incurred, bank recapitulations, financial reports, closing statements, and related documents will be disposed of with appropriate finance and fiscal files. Plans, specifications, analyses of design, and "as built" and shop drawings will be disposed of in accordance with instructions for military construction project files. Files which relate to an unsettled claim incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion</p> |                      |                  |

*Copy to Agency 6-8-76*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
|                | <p>of the investigation or litigation. In addition, records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the Board. These files include--</p> <p>a. Records listed in ASPS No. 2 and 3, such as pre-award data, contractual instruments, compensation and insurance papers, contractor terminations, contract property account records, photographs, notices of award, notices of assignment, notices to proceed, stop and start orders, related correspondence and all documents determined by the contracting officer as essential for completion of the individual contract.</p> <p>b. Tool and equipment files pertaining to the rental, inspection, and repair of equipment, including equipment rental agreements, equipment rental records, monthly rental equipment reports, summary of rental equipment final cost and disposition, report of rental paid on recaptured equipment, release, rental equipment register, schedules of Government-owned and contractor-owned equipment and related documents.</p> <p>c. Materials inspection files accumulated in the inspection of material, equipment, and supplies purchased by the contractor for use under contract provisions. They consist of receiving and inspection reports, invoices received lists, invoice approved lists, copies of invoice quotations, invoice register, similar documents and related papers.</p> <p>d. Payroll files such as copies of contractor's payrolls (relative to cost-plus fixed-fee contracts) schedules of wage rates, lists of key personnel, records of unclaimed wages, postaudit files, time records, and related documents accumulated in connection with wages paid to contractors' employees.</p> <p>Office of record: Records created prior to 2 July 1975: Destroy 10 years and 3 months after final payment.</p> <p>Records created on or after 2 July 1975: Destroy 6 years and 3 months after final payment.</p> <p>Supervisory and other offices: These are duplicate files, destroy 1 year after final payment or when they have served their purpose, whichever is first.</p> |                            |                     |