

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

5 items

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED MAY 18 1976	JOB NO. NC1-ACI-76-47
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.	
JUN 7 1976 (Date) <i>James P. O'Heil</i> ACTING Archivist of the United States	

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:

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 (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Civil works construction and maintenance contract files.</u> (FN; 1519-10) These files accumulate in various operating elements of an office responsible for administration of architect engineer and construction contracts for civil works projects and contracts for relocation and alteration of railroads, highways, utilities, cemeteries, and municipal facilities. 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.</p> <p>Note. 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. Record copies of specifications and addenda, and original "as built" drawings will be included in files described as civil works project files. Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be disposed of until settlement of the claim or completion 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 will be packed and shipped in accordance with instructions in AR 340-1. These contract files include--</p> <p>a. Contractual instrument files. Contracts and</p>		

115-106 *Copy to Agency & AFRC's 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>related documents pertaining to design, construction, and maintenance of civil works projects. They include preaward data and contractual instrument files listed in ASPS No. 2 and 3, daily log of construction, advertising orders, estimates of costs, abstracts of bids, accepted and unsuccessful bids, notices to proceed, stop and start orders, notices of completion, progress photographs, related correspondence and all other documents determined by the contracting officer as essential for completion of the individual contract.</p> <p>b. Residual files. Documents other than those defined in a above, including wage rate and labor problems, contract property accounts, consolidated records of the contract work on any job, summarizations of progress over a particular period for a specific contract, construction progress reports, and charts.</p> <p>Contractual instrument files created prior to 2 July 1975: Destroy 10 years and 3 months after final payment.</p> <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>Destroy residual files at time of retirement of the contractual instrument files or 3 years after final payment of the contract, whichever is later.</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>		