

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

R. S. Christian

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
<b>DEC 8 1976</b>	
<b>NC 1-44- 77- 48</b>	
NOTIFICATION TO AGENCY . . . .	
<p>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>	
<u>1-28-77</u> (Date)	<u>James R. Boardman</u> 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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**7 DEC 1976**

Date

*JWR Boardman*  
for **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
	<p><b>Contract appeal files. (FN 1402-14) Documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals.</b></p> <p>These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to appendix A, Armed Services Procurement Regulation. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken; the contract and pertinent plans, specifications, amendments, and change orders; correspondence between the parties; transcripts of testimony taken during the course of the proceedings on the matter in dispute prior to filing the notice of appeal with the Board; and such additional documents as the contracting officer may consider essential or as may be designated by the Board.</p> <p>Destroy after 10 years. Cut off on final decision of the Board.</p>		

*SENT to NCW - 2/2/77*  
*SENT to AGENCY - 2/2/77*

File No.	Description	Disposition
1402-11	<b>Buy American Act files.</b> Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of excepted items and materials, reports of violation, similar documents, and related correspondence. Files relating to specific contracts will be destroyed therewith.	Destroy after 10 years.
1402-12	<b>Contract review files.</b> Documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data.	Destroy after 6 years, or after completion of review, whichever is applicable.
✓ 1402-13	<b>Bid and award protest files.</b> Documents relating to actions taken with respect to correcting mistakes in bids and in settling protests of award. Included are copies of bids, contracts, and notices of award; decisions; copies of statutes; similar documents; and related papers.	Offices authorized to perform final review: Permanent. Cut off on final determination.  Other offices: File and dispose of with related contract files.
✓ 1402-14	<b>Contract appeal files.</b> Documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to appendix A, Armed Services Procurement Regulation. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken; the contract and pertinent plans, specifications, amendments, and change orders; correspondence between the parties; transcripts of testimony taken during the course of the proceedings on the matter in dispute prior to filing the notice of appeal with the Board; and such additional documents as the contracting officer may consider essential or as may be designated by the Board.	Final actions and decisions of the Board: Permanent.  Remaining files of board: Destroy after 10 years. Cut off on final decision of the board.
1402-15	<b>Contract termination reporting files.</b> Reports and directly related correspondence pertaining to the status of contract termination.	Destroy after 3 years.
1402-16	<b>Contract termination review files.</b> Documents related to the review of contract terminations. Included are proposals for termination of contracts, contracting officers statements, review board actions, settlement proposals, approvals, disapprovals, and related papers. A complete record set of contract terminations will be filed in the Termination section of the related contract in accordance with instructions in the Army Procurement Procedure.	Destroy after 6 years, except that documents filed with the contract will be destroyed therewith.
1402-17	<b>Contractor responsibility files.</b> Documents maintained for the purpose of determining contractors responsibility as defined in Part 9, Section 1, APP and ASPR. Included are brochures; replies to questionnaires; financial data, such as balance sheets, profit and loss statements, cash forecasts, financial history of contractor and affiliated concerns, current and past production records, personnel data; lists of tools, equipment, and facilities, analyses of operational control procedures; and similar documents. Alternative determinations of responsibility signed by the appropriate contracting officer are to be filed in the preaward portion of the applicable contract file.	Destroy when superseded or obsolete, except that any documents pertaining to specific contracts will be destroyed 6 years after final payment of related contracts).
✓ 1402-18	<b>Procurement misconduct case files.</b> Documents accumulated as case files which deal with specific incidents relating to fraud, misconduct, criminal conduct, or suspected fraud or misconduct in connection with procurement matters. Included are investigations, statements, reports, decisions, similar documents and related papers. These files also provide information for publication of the debarred, ineligible, or suspended bidders list.	Offices authorized to make final determination: Permanent. Cut off on final determination.  Other offices: Destroy 1 year after close of case.
✓ 1402-19	<b>Debarred bidder list files.</b> Documents relating to the suspension of bidders.	Offices responsible for final determination.