

Recd. Nov 17 1978

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 DEFENSE
2. MAJOR SUBDIVISION ASSISTANT SECRETARY OF DEFENSE (COMPTROLLER)
3. MINOR SUBDIVISION WASHINGTON HEADQUARTERS SERVICE
4. NAME OF PERSON WITH WHOM TO CONFER PRESTON B. SPEED
5. TEL. EXT. 767-4479
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK
DATE RECEIVED JOB NO. 17 1978
NC1 330 78 1
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request...
8-8-78 James S. Nash
(Date) 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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10 JUL 1978

James S. Nash
(Signature of Agency Representative)

James S. Nash
Chief, Records Management Branch
(Title)

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: PROCUREMENT RECORDS (Defense Department-wide Application). The purpose of this submission is to revise disposal authorities to allow, with certain exceptions, the destruction of case files of purchasing and administrative offices for all purchase and delivery orders of \$10,000 or less. Our proposed criteria calls for destruction one year after final payment. Present disposal authorities based on FPMR 101-11.4, GRS 3 require contract case files relating to procurements of \$10,000 or less be destroyed three years after final payment. For the Department of Defense, this provision results in great quantities of records being maintained unnecessarily at government expense. Surveys show there is little reference to these order files beyond our proposed retention period. Further, under both present and proposed procedures, the Accounting and Finance copy of the purchase/delivery order is held for six years and three months (FPMR 101-11.4, GRS 6) and will be available as required.

1 item

Sent to all FRC's & Agency

**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>The proposed change is not contrary to 10 U.S.C. 2304(b) which provides that data respecting the negotiation of contracts under negotiation exceptions 1 and 7 through 17 must be kept at the contracting agency for six years after the date of final payment. Further, the Armed Service Procurement Regulation (ASPR) 3-308 provides that executed originals of all determinations and findings, and all supporting documents, shall be retained in the cognizant procuring activity or in the Department concerned for six years following the date of each respective determination.</p> <p>The General Accounting Office and Federal Supply Service, GSA have concurred in our proposal. We have enclosed their concurrences, current ASPR provisions, and draft ASPR changes for your information.</p> <p>Extensive savings will accrue from a reduced retention requirement for these records. We would appreciate your favorable consideration of our request and earliest possible reply.</p>		