## REQUEST FOR RECORDS DISPOSITION AUTHORITY

### To
NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001

### FROM (Agency or establishment)
Department of Homeland Security

### MAJOR SUB DIVISION
Office of the Chief Procurement Officer

### MINOR SUBDIVISION

### NAME OF PERSON WITH WHOM TO CONFER
Kathy Schultz

### TELEPHONE
202-447-5075

### DATE
1/16/08

### NOTIFYING TO AGENCY

### JOB NUMBER
N1-563-08-8

### Date Received
1-24-2008

### AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 the GAO Manual for Guidance of Federal Agencies,

- [x] is not required
- [ ] is attached, or
- [ ] has been requested.

### DATE
1/16/08

### SIGNATURE OF AGENCY REPRESENTATIVE
Kathleen A Schultz

### TITLE
Senior Records Officer

### ITEM NO
1

### DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. See attached sheet(s) for:
   - Office of the Chief Procurement Officer Program Records

### GRS OR SUPERSEDED JOB

### ACTION TAKEN

### CITATION

8/14/08 copy's sent to Agency Numm, NR

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STANDARD FORM 115 (REV 3-91)  
PREVIOUS EDITION NOT USABLE  
PREScribed BY NARA 36 CFR 1228
It is the policy of the Department of Homeland Security (DHS) that the Office of the DHS Chief Procurement Officer (CPO) serves as the foundational DHS organization through which all Department-wide Acquisition activities and services are overseen, defined, and measured

The DHS CPO, through the DHS CPO Council and its centers of excellence, design, direct, and oversee the implementation of the integration of Acquisition across the Department to improve mission support quality and efficiency

The mission of the DHS OCPO is
• Creating an acquisition organization focused on supporting the mission and complying with Federal laws and regulations.
• Assisting the CPO in developing, implementing, and evaluating acquisition policies, programs, and services by providing resources, input, and counsel.
• Developing the Service Level Agreement(s) (SLA)
• Ensuring acquisition personnel are providing timely, quality customer service, mission support, and contract oversight in accordance with the SLA and performance contracts.
• Incorporating annual program guidance for CPO key areas of emphasis into the HCA performance contract and cascading this emphasis to subordinate personnel, as appropriate.
• Developing, in cooperation with the CPO and the Organizational Element (OE) Heads, an acquisition strategic plan to be updated annually.
• Advising the CPO on the mission, priorities, initiatives, and business needs of the OE.

Additionally, the DHS Chief Acquisition Officer Council is a functional advisory body that assists the DHS CPO in evaluating and determining the best course of action for the DHS acquisition program.

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

1 Acquisition Alerts

Notification of acquisition related information, usually includes an expiration date

Disposition:
TEMPORARY Cut off on expiration date, if applicable, or date of publication. Destroy or delete 2 years after cutoff
U.S. Department of Homeland Security
Headquarters Records Schedules

2 Federal Acquisition Regulations Review
Records documenting opinions, analysis, conclusion, advice or interpretations submitted to the Civilian Agency Acquisition Council (CAAC) May include, but are not limited to, documentation of interpretive rulings, program-specific background materials and memoranda (usually organized by topic), internal comments and working papers pertaining to rulemaking of Federal Acquisition Regulations (FAR) cases

Disposition:
TEMPORARY Cut off on date of publication of final review Destroy or delete 3 years after cutoff

3 Forecast of Contracts (publication)
A listing of contracting opportunities within DHS available to small businesses. The publication is issued twice yearly (October and March) with information compiled from FIDO.gov

Disposition:
TEMPORARY Cut off 6 months from date of publication or when the next report is published, whichever is sooner Destroy or delete one year after cutoff

4 Homeland Security Acquisition Manual (HSAM)
Implements and supplements the Federal Acquisition Regulation (FAR) and the Homeland Security Acquisition Regulation (HSAR). It is non-regulatory in nature and provides uniform procedures for the internal operation of acquiring supplies and services within DHS

One copy of each publication should be designated the record copy.

5 Homeland Security Acquisition Regulations (HSAR)
Regulations supplementing the Homeland Security Acquisition Manual (HSAM) and the Federal Acquisition Regulation (FAR) concerning the requirements of contractors for selling to the government, the terms under which the government obtains ownership, title and control of the goods or services purchased, and rules on specifications, payments and conduct and actions regarding solicitation of bids and payment of invoices

One copy of each should be designated the record copy
6 Regulatory Waivers and Deviations
Waivers and deviations to DHS Acquisition Regulations (HSAR), Homeland Security Acquisition Manual (HSAM), or the Federal Acquisition Regulation (FAR) includes approved and rejected waivers filed by fiscal year.

7 Reporting to EPLS
Input for all DHS Components to the Excluded Parties List System (EPLS), addition to the list results in the debarment or suspension from contracting with DHS. Information used to update the system includes input information and any documents relating to investigations of Contractors resulting in inclusion to the debarment and suspension list.

Disposition:
TEMPORARY Cut off when the waiver or deviation expires Destroy or delete 10 years from cutoff

Disposition:
a. Office with responsibility for coordinating internal control functions
TEMPORARY Cut off when no further corrective action is necessary Destroy 5 years after cutoff

b. Copies maintained by other offices as internal reviews
TEMPORARY Cut off when no further corrective action is necessary Destroy 1 year after cutoff