

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-563-08-8</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>1-24-2008</i>	
2 MAJOR SUB DIVISION Office of the Chief Procurement Officer		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>1/21/08</i>	ARCHIVIST OF THE UNITED STATES <i>John W. ...</i>
6. 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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE 1/16/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A Schultz</i>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: Office of the Chief Procurement Officer Program Records		

SA 8/4/08 copies sent to Agay, NMMW, NR

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Office of the Chief Procurement Officer

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.

Disposition:

PERMANENT Cut off on date of publication If printed, offer to NARA 5 years after cutoff or when volume warrants, whichever is sooner If electronic, cut off at end of calendar year in which published, transfer to NARA within three months after cutoff

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

Disposition:

PERMANENT Cut off on date of expiration or when the regulation is obsolete or superseded Offer to NARA 5 years after cutoff or when volume warrants, whichever is sooner

**U.S. Department of Homeland Security
Headquarters Records Schedules**

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

Disposition:

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

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:

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

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Chief Procurement Officer, Office of

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.

Disposition:

TEMPORARY. Cut off on date of publication. Destroy or delete 20 years from cutoff.

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.

Disposition:

TEMPORARY. Cut off on date of expiration or when the regulation is obsolete or superseded. Destroy or delete 20 years from cutoff, or when no longer needed for business, audit or legal purposes, whichever is later.

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.

Disposition:

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

**U.S. Department of Homeland Security
Headquarters Records Schedules**

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:

(1) Office with responsibility for coordinating internal control functions.
Cut off when no further corrective action is necessary.
Destroy 5 years after cutoff

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