

REQUEST FOR RECORDS DISPOSITION AUTHORITY	71-170-02-1
--	-------------

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) College Park, MD 20740	DATE RECEIVED 3-5-02
---	----------------------

1 FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION	NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION OFFICE OF ACQUISITION MANAGEMENT	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Christina K. Sisk	5 TELEPHONE (202) 307-7777	DATE 10-15-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 2 page(s) are not now needed 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 of the GAO manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE <i>[Signature]</i>	SIGNATURE OF AGENCY REPRESENTATIVE JAMES L GREENE	TITLE RECORDS OFFICER 202 307-7715
----------------------------	---	--

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Individual Procurement Transaction Files See attached files description and disposition	File No 490-01 thru 490-10	

INDIVIDUAL PROCUREMENT TRANSACTION FILES

These files relate to the administration of individual procurement transactions which include documents *concerning advertisements, requests for bids/proposals, evaluations, negotiations, awarding of awards of contracts, contract options, contract modifications, placement of purchase orders and delivery orders, interagency procurement agreements, and other comparable contract instruments. Individual procurement actions are filed in sequential order according to the register (log) number. Separate registers are maintained by fiscal year for each of the following types of procurements.

- .Purchase Orders/Delivery Orders/Blanket Purchase Agreements (BPAs)
- .Contracts
- .Interagency Procurement Agreements.
- .Purchase Card

Files that are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation. Records relating to contracts involved in appeals handled by a Board of Contract Appeals will be retained as indicated in File No.490-08.

The General Accounting Office has statutory responsibilities which require that purchasing and contracting files be made available for review.*

~~File No.490-01~~

~~Superseded. See File No.490-03.~~

~~File No.490-02 (GRS No. 6-1a)~~

~~Interagency Procurement Agreement Files. Documents relating to *agreements" including Economy Act Agreements, between agencies for the purpose of obtaining services, equipment, or other materials according to the terms of existing contracts.~~

(Other than GSA Federal Supply Schedule contracts) that have been awarded by either DEA or Federal agencies. Interagency procurement agreements are filed alphabetically, using a separate folder for each agreement.

Disposition: Temporary. Destroy 6 years and 3 months after end of fiscal year in which payment is made.*

File No.490-03 (GRS No. 3-3a)

**Routine Procurement Files. Contract, requisition, purchase order, purchase card orders, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Contracts are filed according to sequential log numbers, with two folders maintained for each contract number. The first folder contains all required pre-award documents including the invitation for Bid or Request for Proposal checksheet, as applicable, and all correspondence relating to the pending contract. The second folder contains all required award and administration documents including copies of invoices and all correspondence and reports relating to the contract.

Closed contract files are to be labeled accordingly.

b. Purchase order documents include GSA Federal Supply Schedule Delivery Orders; GSA FEDSTRIP Orders; Blanket Purchase Agreements; included forms DEA-19, Requisition for Equipment, Supplies or Services; DEA-261, Informal Telephone Quotation, if applicable; DEA-264, Inquiry on Overdue Delivery, if applicable; SF-18, Request for Quotations, if applicable; OF-347/OF-348, Order for Supplies for Services and receiving reports; SF-44, Purchase Order-Invoice-Voucher; copies of invoices; and any order supporting correspondence or documentation which provides an audit trail of each purchase.

Purchase order documents are filed according to the sequential log number, using a separate folder for each number. Closed purchase order files should be labeled as such and separated from open purchase order files.

c. For purchase card orders, a separate folder must be established for each monthly cycle in the fiscal year. Each cycle folder must contain the bank statement for the cycle, and documents to support each transaction on the statement. The documents shall be in the order as they appear on the statement.

Disposition: a. Procurement or purchase organization copy, and related papers.

(1). Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining ("simplified acquisition threshold")).

(a). Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000: Temporary. Destroy 6 years and 3 months after final payment.

(b). Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000: Temporary. Destroy 3 years after final payment.

(2). Transactions dated earlier than July 3, 1995.

(a). Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000: Destroy 6 years and 3 months after final payment.

(b). Transactions that utilize small purchase procedures and all construction contracts under \$2,000: Temporary. Destroy 3 years after final payment.

b. Purchase card documentation shall be destroyed 3 years after the date of the reconciliation.**

File No.490-04 (GRS No.3-12)

Tax Exemption Certificate Files. Documents and registers *(SF-1094, U.S. Tax Exemption Certificate, and SF-1094-A, Tax Exemption Certificates Accountability Record) relating to the issuance of tax exemption certificates which indicate proof that state and/or local taxes are excluded from the purchase price.*

Disposition: Temporary. Destroy documents 3 years after period covered by related account.

* Revision
** Addition

File No.490-05 (GRS 3-5c)

~~**Cancelled Solicitation Files.~~ Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to cancellation, on any Government action up to the time of cancellation, and evidence of cancellation.

~~Disposition: Temporary. Destroy 5 years after date of cancellation.~~

1. File No.490-06

Market Survey Files. Documents relating to surveys made in attempt to ascertain the existence of sources that are capable of fulfilling unique product or service requirements, including evaluations of market survey responses.

Disposition: Temporary. Accepted survey responses become part of the specific purchase or contract file under File Number 490-03. Return unused survey responses to the vendor. Destroy correspondence after 3 years.

2. File No.490-07

Rejected Requisition Files. Documents relating to Requests for Equipment, Services or Supplies and Requests for Contracts that cannot be procured, including notification to the program office that initiated the request.

Disposition: Temporary. Destroy 1 year after end of fiscal year.

File No.490-08 (GRS 3-15a & b)

~~Contract Appeals Case Files.~~ Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions, and all other related papers.

~~Disposition: Temporary. Destroy 1 year after final action on decision.~~

3. File No.490-09

Contract, Modification, and Purchase/Delivery Order Log Files.

Binders containing the official register of sequential numbers that are assigned to formal solicitations, contracts, purchase/delivery orders (purchase order logs include GSA FEDSTRIP orders) .A new register is established for each procurement category at the beginning of each year, beginning with the number 0001.

Disposition: Destroy 10 years after end of fiscal year.

~~File No.490-10 (GRS 3-18 a & b)~~

~~Electronic Mail and Word Processing System Copies Files.~~

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~Disposition: a. Copies that have no further administrative value after the recordkeeping copy is made: Temporary. Destroy/delete after the recordkeeping copy has been produced. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy: Temporary. Destroy/delete when dissemination, revision, or updating is completed.~~

4. Electronic mail and word processing documents used solely to create the recordkeeping copy of the records covered by other items in this schedule.

Disposition: Delete/Destroy 180 days after the recordkeeping copy has been produced.

** Addition