

REQUEST FOR RECORDS DISPOSITION AUTHORITY	71-170-02-2
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To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) College Park, MD 20740	DATE RECEIVED 3-5-02
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1 FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION OFFICE OF ACQUISITION MANAGEMENT			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Christina K. Sisk	5 TELEPHONE (202) 307-7777	DATE 10-17-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>Jan 22, 2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i> JAMES L. GREENE	TITLE RECORDS OFFICER 202 307-7715
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7 Item No.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Procurement Management File See attached files description and disposition	File No 480-01 thru 480-11	

PROCUREMENT MANAGEMENT FILES

These files relate to the management and administration of the procurement of equipment, services, supplies, and other materials. *Documents that relate to specific purchasing and contracting actions are contained in File Series 490. *

File No.480-01 (N1-170-89-1)

Supplemental Regulations, Policies, and Decision Files. Documents relating to revisions, additions, interpretations, decisions, and *comments in the Federal Acquisition Regulations, Justice Acquisition Regulations, Comptroller General Decisions, Federal Register Notices, Federal Acquisition Circulars, * and internal DEA policies and procedures on purchasing and contracting.

Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed for reference.

File No.480-02 File (N1-170-89-1)

*Contracting Officer and Contracting Officer's Technical Representative Files. Documents relating to the delegation, revocation, and denial of contracting authority to/from specific individuals, including copies of Certificates of Appointment (SF-1402), and rosters of program office personnel who are designated as Contracting Officer's Technical Representatives (COTRs).

Disposition: a. File for active delegations of contracting authority. Temporary. Destroy 6 years and 3 months after close of fiscal year. b. Revoked or denied delegations: Temporary. Destroy 6 years and 3 months after date of revocation/denial. c. COTR rosters: Temporary. Destroy 6 years and 3 months after close of fiscal year. (Note: Documents appointing and terminating COTRs are part of the applicable contract file under File No.490-03.)

File No.480-03 (N1-170-89-1)

Procurement Reporting Files. Documents relating to reporting systems designed to provide statistics and status concerning purchasing and contracting activities.

* Revision

~~Included are various reports required by the Federal Acquisition Regulations, the Justice Acquisition Regulations, and DEA Administrative Manual Chapter 02, and special reports prepared on an as requested basis. *~~

~~Disposition: Temporary. Destroy 6 years and 3 months after end of fiscal year of preparation.~~

~~File No.480-04 (N1-170-89-1)~~

~~Procurement Reviews, Inspections, and Audit Files. Documents relating to the review, inspection, and audit of *Headquarters and field purchasing and contracting activities. Included are reports by the Department of Justice Office of the Inspector General, the Department of Justice Office of the Procurement Executive, the General Accounting Office, the DEA Office of Inspections, and the results of on-site reviews and studies conducted by Headquarters Office of Acquisition Management Staff. Also included are recommendations for corrective actions, resolutions, and related follow-up correspondence.~~

~~Disposition: a. Temporary. Destroy 6 years and 3 months after date of final report or b. Temporary. Destroy 1 year after final resolution if pending longer that 6 years and 3 months. *~~

~~File No.480-05 (N1-170-89-1)~~

~~Procurement Misconduct Files. Documents relating to specific incidents of unauthorized or illegal procurement and *copies of ratification documents regarding unauthorized procurements. Included are referrals to the Office of Professional Responsibility of suspected fraud, misconduct, or criminal conduct in connection with purchasing and contracting matters. *~~

~~Disposition: a. Temporary. Destroy 6 years and 3 months after date of final report or b. Temporary. Destroy 1 year after final resolution if pending longer than 6 years and 3 months.~~

~~File No.480-06 (N1-170-89-1)~~

~~Debarred Bidder List Files. Documents relating to the *debarment or suspension of bidders that prohibit contractual relationship with the u.s. Government.~~

* Revision

~~Included are the GSA Consolidated List of Debarred, Suspended, or Ineligible Contractors; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar or related documents. *~~

~~Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed for reference.~~

~~File No.480-07 (NC1-170-77-1)~~

~~Bidders Mailing List Files. Cards and source lists of firms for each service or item procured frequently or in significant quantities.~~

~~Disposition: Temporary. Destroy when superseded, or no longer needed for reference.~~

1. File No.480-08

**Advance Procurement Planning Files. Documents relating to the implementation of the Advance Procurement Plan (APP), including the component submissions; final and revised (APPs); APP budget and . accounting Object Class estimates; quarterly procurement projections; and cut-off dates for submission of Requests for Contracts and APP additions.

Disposition: Temporary. Destroy 3 years after close of fiscal year covered in the Advance Procurement Plan.

2. File No.480-09

GSA Activity Address Codes. Documents relating to the establishment and termination of GSA activity address codes to facilitate delivery of GSA orders to DEA offices.

Disposition: a. Temporary. Retain documents for current address codes until no longer needed for agency business. b. Destroy documents changing or terminating address codes two years after date of document.

* Revision
** Addition

~~3. File No.480-10 (N1-170-89-1)~~

~~Unsolicited Vendor Proposal Files. Documents relating to the receipt, acknowledgement, and evaluation of product or service solicitations from firms or individuals.~~

~~Disposition: Temporary. Accepted proposals become part of the specific purchase or contract file under File No.490-03. Return unsuccessful unsolicited proposals to the vendor. Destroy correspondence after 3 years.~~ GRS 3, 2

~~File No.480-11 (GRS 3-17)~~

~~Small and Disadvantaged Business Utilization Files. Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Public Law 95-507.~~

~~Disposition: Destroy 3 years after the date of the correspondence report, study or statement.~~

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

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