

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-59-93-45</i>	DATE RECEIVED <i>6/24/94</i>
1. FROM (Agency or establishment) U.S. Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Procurement Executive (A/OPE)			
4. NAME OF PERSON WITH WHOM TO CONFER Victoria A. Coffineau	5. TELEPHONE 202-647-6022	DATE <i>8-4-94</i>	ARCHIVIST OF THE UNITED STATES <i>Wendy Haskamp Peterson</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 6/22/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rosmer</i>	TITLE Records Officer U.S. Department of State
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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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p><u>GENERAL SUBJECT and POST FILES</u> Arranged by subject and by post name</p> <p>Documentation pertaining to the formulation of Department-wide procurement policies and directives; advice on procurement laws, legislation, and opinions issued by the courts and GAO; appointment of contracting officers; certification of Departmental compliance with procurement laws; approval of procurement training for Department personnel and other activities undertaken by the Office of the Procurement Executive. Documents include memoranda, telegrams, letters, airgrams, reports, position papers, certificates, copies of contracts, computer print-outs, standard forms, and other related material.</p> <p>DISPOSITION: Cut-off when 5 years old. Destroy when 7 years old.</p> <p><i>Copies sent to agency 8/16/94</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

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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)
2.	<p><u>ORGANIZATION FILES</u> Arranged by organization name, thereunder by subject or case</p> <p>Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department's interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC)</p> <p>a. Subject Files</p> <p>DISPOSITION: Cut-off when 1 year old. Destroy when 7 years old.</p> <p>b. Case Files</p> <p>1. Cases of interest to the Department</p> <p>DISPOSITION: Destroy 3 years after case is closed.</p> <p>2. All other cases</p> <p>DISPOSITION: Destroy 1 year after case is closed.</p>	GRS 3, Item 3d (exception)	
3.	<p><u>WORLD-WIDE PROCUREMENT DATABASE SYSTEM (WWPD)</u></p> <p>An electronic information system arranged by fiscal year, containing data on DOS procurement exceeding \$25,000, and other data required under 48 CFR 4.601 for transfer to FPDS.</p> <p>DISPOSITION: Delete data when 10 years old.</p>		
4.	<p><u>CHRONOLOGICAL FILES</u></p> <p>Extra copies of correspondence, memoranda, and telegrams maintained as an office-wide drop file.</p> <p>DISPOSITION: Destroy when 1 year old.</p>		