

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-79-86-3

DATE RECEIVED

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

U.S. Department of the Interior

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

National Park Service

3. MINOR SUBDIVISION

Denver Service Center

4. NAME OF PERSON WITH WHOM TO CONFER

Edna Ramey

5. TELEPHONE EXT.

**FTS776-8898
(303)236-8898**

DATE

ARCHIVIST OF THE UNITED STATES

J.B. CANCELLED

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
NPS - 19 ITEM D22-21	<p>The National Park Service, through its construction project history, has maintained contract files in the Denver Service Center, Harpers Ferry Center, and ten regional offices. The contract file traditionally contains routine procurement information as well as technical information (specifications, change orders, etc.). The technical information found in these files has a much longer term value than does the contracting documentation. Therefore, a new file code has been established to cover this type of file, and separate it from other routine contracting files also scheduled under NPS-19, item S7217.</p> <p><u>I. CONSTRUCTION CONTRACT TECHNICAL FILES</u></p> <p>Includes routine contract material as well as project specifications, change orders, completion reports, and other technical documentation, used in the modification of NPS facilities and roads associated with historical sites and structures owned by the government and maintained by the National Park Service.</p>	NPS - 19 S7217 GRS 3,4a1	Cancelled

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>a. <u>Construction Contract Technical Files currently stored in Federal Records Centers, under S7217, "construction contracts," (contingent appraisal pending, "CAP"):</u></p> <p>Retain for an additional 20 years from 1985. During this time, the National Park Service will systematically withdraw these records for filming. After 20 years, any such accessions still remaining in Federal Records Centers are to be permanently withdrawn to complete filming. Hardcopy files may be destroyed after filming and quality control of film has been completed. (Federal Records Centers should schedule disposition date as "W06").</p> <p>b. <u>Construction Contract Technical Files currently stored at Denver Service Center, Harpers Ferry Center, and regional offices, under S7217, "construction contracts:"</u></p> <p>Hold at agency for 6 years, 3 months after cutoff. After this time, screen files, and remove and destroy routine contractual documents. Remaining files containing technical information shall be retired to Federal Records Centers for a total of 20 years from cutoff date. During the time the files are in the Federal Records Center, National Park Service will systematically withdraw these records for filming. After 20 years, any accessions still remaining in Federal Records Centers are to be permanently withdrawn to complete filming. Hardcopy files may be destroyed after filming and quality control of film has been completed.</p> <p>NOTE: Other contracting files scheduled under S7217 which contain ONLY contracting information, but no technical information, should continue to be scheduled under this item, and destroyed under the provisions of GRS 3,4a1.</p> <p>II. <u>PROFESSIONAL SERVICES (A&E) CONTRACTS</u></p> <p>a. <u>Professional Service (A&E) contracts currently stored in Federal Records Centers under S7219:</u> retain at centers for an additional 10 years from 1985. During this time, NPS will systematically withdraw these files, and screen and remove necessary reports, statements, studies, and other technical information which may be needed for reference purposes in conjunction with proposed or existing projects. Withdraw permanently all remaining accessions after 10 years to complete screening. Destroy remaining files at the agency as long as they have been retained for the minimum 6 years, 3 months time period required by GRS 3,4a1.</p>		

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	<p>b. Professional services (A&E) contracts currently stored at Denver Service Center, Harpers Ferry Center, and the regional offices: hold at agency for two years after cut-off. During this time, screen out any necessary reports, statements, studies, and other technical information, which may be needed for reference purposes in conjunction with proposed or existing projects. Retire to Federal Records Centers after screening. Federal Records Centers will destroy 6 years, 3 months after cutoff as currently scheduled under GRS 3,4a1. (Same disposition as before).</p>		