

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-79-89-1	DATE RECEIVED 4/6/89
1. FROM (Agency or establishment) U.S. Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Park Service		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Denver Service Center			
4. NAME OF PERSON WITH WHOM TO CONFER Edna Ramey	5. TELEPHONE EXT. FTS327-2130 (303)969-2130		
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 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, 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 4-4-89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Warren S. Dade</i>	D. TITLE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
NPS-19 File Code D5217	<p>Construction File History</p> <p>The National Park Service, through its construction project history, maintains contract files in the Denver Service Center, Harpers Ferry Center, ten regional offices, and some parks. The construction 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 procurement 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, items S7217.</p> <p>Construction drawings, specifications, and shop "drawings" which are used during the construction process have a continuing value during the entire life of the facility, especially for repair and maintenance projects. The original construction drawings and specification as well as repair and alteration drawings/specifications should be considered active as long as the facility is still used, maintained, or owned by the federal government.</p> <p>I. CONSTRUCTION CONTRACT TECHNICAL FILES</p> <p>Includes routine procurement materials as well as project specifications, modifications/change orders, completion reports, and other technical documentation, used in the modification of NPS facilities and roads associated with historical and nonhistorical sites and structures owned by the government and maintained by the National Park Service.</p>	NPS-19 S7217	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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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)
NPS-19 D5215	<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 1990. During this time, the National Park Service will systematically withdraw these records to screen, remove, and destroy routine procurement documentation. Remaining files containing technical information shall be retired to the Federal Records Centers for as long as the facility is still used, maintained, or owned by the federal government.</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 final payment. After this time, screen files, and remove and -destroy routine procurement documents. Remaining files containing technical information shall be retired to the Federal Records Centers for as long as the facility is still used, maintained, or owned by the federal government.</p> <p>NOTE: Other contracting files scheduled under the S72 series which contain ONLY procurement information, but no technical information, should continue to be scheduled under this item, and destroyed under the provisions of GRS 3,3a1.</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 1990. 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 3,3a1 and the <i>Federal Acquisition Regulation</i>.</p> <p>b. <u>Professional Services (A&E) contracts currently stored at Denver Service Center, Harpers Ferry Center, and the regional offices:</u> hold at agency for two years after final payment. 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 final payment as currently scheduled under GRS 3,3a1. (Same disposition as before.)</p>	NPS-19 S7219	