Schedule Number: N1-058-95-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records covered by GRS 1.1. Item 2 and superseded by N1-058-09-040

Date Reported: 8/28/2019
REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of the Treasury

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Assistant Commissioner (Procurement)

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE DATE
Sandra J. Myers 202-535-3936

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 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 Signature of Agency Representative Title
10/28/94 Bobbie Del Carmine Chief, Facilities Systems Management Office

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Records Control Schedule 301
General Records Schedule 3, Procurement, Supply and Grant Records

The majority of the records covered in this schedule are created and accumulated by the Office of the Assistant Commissioner (Procurement).

The Procurement organization is responsible for agency procurement records that document the acquisition of goods and non-personal services. The basic procurement files reflect a considerable range of procedure, from simple small purchase to complicated prime contractor and sub-contractor operations.

The portion of the schedule reflecting a description of the records and disposition is attached. With regard to the disposition of Item No. 2(2), we agree to provide specific disposition dates on the SF-135 for each accession.

RCS 301, GRS 3 (1(15)59.31)

36 CFR 1228
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE
STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228
Records Control Schedule 301--General Records Schedules

**Exhibit 400-1**

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### Records Control Schedule 301, GRS 3

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Records</th>
<th>Authorized Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 1, 2, 13 and 15).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) Procurement or purchase organization copy, and related papers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Transactions above the small purchases limitation in FAR Part 13 and all construction contracts exceeding $2,000.</td>
<td><strong>RETIRE</strong> to Federal Records Center when contract is closed.</td>
</tr>
<tr>
<td>2.</td>
<td>Solicited and Unsolicted Bids and Proposal Files.</td>
<td><strong>DESTROY</strong> 6 years and 3 months after contract is closed.</td>
</tr>
<tr>
<td></td>
<td>(2) Solicited and unsolicited unsuccessful bids and proposals.</td>
<td><strong>RETIRE</strong> to Federal Records Center after contract award.</td>
</tr>
<tr>
<td></td>
<td>(a) When filed separately from contract case files.</td>
<td><strong>DESTROY</strong> when related contract is closed.</td>
</tr>
</tbody>
</table>

**NOTE:** Each accession should consist of records for one fiscal year only (no mixed series). A specific disposal date will be included on SF-135 for each accession.