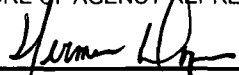


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-557- 05-4	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-25-2004	
1. FROM (Agency or establishment) U.S. Department of Transportation		<b>NOTIFICATION TO AGENCY</b>  In accordance 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Federal Motor Carrier Safety Administration (FMCSA)			
3. MINOR SUBDIVISION Acquisitions Management			
4. NAME OF PERSON WITH WHOM TO CONFER Theresa Rowlett	5. TELEPHONE NUMBER (202) 385-2316	DATE 2/18/05	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 needed now for the business for 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,  <input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10/19/04	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE FMCSA Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED PAGES.		

**SF 115, Request for Records Disposition Authority  
for  
Acquisitions Management**

Item

No. Description of Item. Disposition Authority

1 Administrative Subject Files. GRS 23/1

~~Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the program functions for which the office exists. In general, these records relate to office organization, staffing, and procedures, including communications; the expenditure of funds, including budget records; day to day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.~~

~~**Disposition: Temporary.** Cutoff at the end of each fiscal year. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 2 years after cutoff.~~

~~**If paper:** Destroy paper documents 2 years after cutoff.~~

2 Contract Appeals Case Files. GRS 3/15

~~Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.~~

~~A. Records created prior to October 1, 1979.~~

~~**Disposition: Temporary.** Cutoff after final action on decision. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 6 years, 3 months after final action on decision.~~

~~**If paper:** Destroy paper documents 6 years, 3 months after final action on decision.~~

~~B. Records created after September 30, 1979.~~

~~Disposition: **Temporary.** Cutoff after final action on decision. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 1 year after final action on decision.~~

~~**If paper:** Destroy paper documents 1 year after final action on decision.~~

~~3 Contractors' Payroll Files. GRS 3/11~~

~~Contractors' payrolls (construction contracts) submitted in accordance with Department of Labor regulations, with related certifications, anti kickback affidavits, and other related papers.~~

~~Disposition: **Temporary.** Cutoff after date of completion of contract unless contract performance is subject of enforcement action on such date. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 3 years after completion of contract unless contract performance is subject of enforcement action on such date.~~

~~**If paper:** Destroy paper documents 3 years after completion of contract unless contract performance is subject of enforcement action on such date.~~

~~4 Contractor's Statement of Contingent or Other Fees. GRS 3/16~~

~~SF 119, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.~~

~~Disposition: **Temporary.** Cutoff when superseded or obsolete. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files when superseded or obsolete.~~

~~**If paper:** Destroy paper documents when superseded or obsolete.~~

~~5 General Correspondence Files. GRS 3/2~~

~~Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.~~

~~Disposition: Temporary. Cutoff at the end of each fiscal year. Determine medium of recordkeeping copy.~~

~~If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 2 years after cutoff.~~

~~If paper: Destroy paper documents 2 years after cutoff.~~

~~6 Leave Application Files. GRS 2/6b~~

~~Form OPM 71 or equivalent plus any supporting documentation of requests and approvals of leave.~~

~~Disposition: Temporary. Determine medium of recordkeeping copy.~~

~~If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified, if necessary. Delete electronic files after GAO audit or when 3 years old, which ever is sooner.~~

~~If paper: Destroy paper documents after GAO audit, or when 3 years old, which ever is sooner.~~

~~7 Routine Procurement Files. GRS 3/3~~

~~Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. [See note after GRS 12A(2)(b)]~~

~~A. Procurement or purchase organization copy, and related papers.~~

~~1. Contracts or related documents dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").~~

~~a. Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.~~

~~Disposition: Destroy 6 years and 3 months after final payment.~~

~~b. Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.~~

~~Disposition: Destroy 3 years after final payment.~~

~~2. Transactions dated earlier than July 3, 1995.~~

~~a. Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.~~

Disposition: Destroy 6 years and 3 months after final payment.

b. Transactions that utilize simplified acquisition procedures and all construction contracts under \$2,000.

Disposition: Destroy 3 years after final payment.

[NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the subitems to apply to a particular series of records.]

B. Obligation copy.

Disposition: Destroy when funds are obligated.

C. Other copies of records described above used by component elements of a procurement office for administrative purposes.

Disposition: Destroy upon termination or completion.

D. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than simplified acquisitions, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.

Disposition: Destroy or delete when 5 years old.

[NOTE: Unique procurement files are not covered by this schedule. With the standardization of the Government wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file has long term research value, the records officer should submit an SF-115.]

~~8 Small and Disadvantaged Business Utilization Files. GRS 3/17~~

~~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: Temporary. Cutoff at end of each fiscal year. Determine medium of recordkeeping copy.~~

~~If electronic: Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 3 years after cutoff.~~

~~If paper: Destroy paper documents 3 years after cutoff.~~

~~9 Solicited and Unsolicited Unsuccessful Offers, Quotations, Bids, and Proposals Files. GRS 3/5~~

~~A. Successful bids and proposals.~~

~~**Disposition: Temporary.** Destroy with related routine procurement files in this schedule. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files along with related routine procurement files.~~

~~**If paper:** Destroy paper documents along with related routine procurement files.~~

~~B. Solicited and unsolicited unsuccessful bids and proposals.~~

~~1. Relating to simplified acquisition as defined in the Federal Acquisition Regulation, 48 CFR Part 13.~~

~~**Disposition: Temporary.** Cutoff after date of award or final payment, whichever is later. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 1 year after date of award or final payment, whichever is later.~~

~~**If paper:** Destroy paper documents 1 year after date of award or final payment, whichever is later.~~

~~2. Relating to transactions above the small purchase limitations in 48 CFR Part 13.~~

~~a. When filed separately from contract case files.~~

~~**Disposition: Temporary.** Cutoff when related contract is completed. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files when related contract is completed.~~

~~**If paper:** Destroy paper documents when related contract is completed.~~

~~b. When filed with contract case files.~~

~~**Disposition: Temporary.** Cutoff when related contract case file is completed. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files with related contract case file.~~

~~**If paper:** Destroy paper documents with related contract case file.~~

~~C. Canceled solicitations files.~~

1. ~~Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.~~

~~Disposition: Temporary. Destroy 5 years after date of cancellation. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files 5 years after cutoff.~~

~~**If paper:** Destroy paper documents 5 years after cutoff.~~

2. ~~Unopened bids.~~

~~Disposition: Temporary. Return to bidder.~~

D. ~~Lists or card files of acceptable bidders.~~

~~Disposition: Temporary. Destroy when superseded or obsolete. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files when superseded.~~

~~**If paper:** Destroy paper documents when superseded or obsolete.~~

~~10 Supervisor's Personnel Files. GRS 1/18a~~

~~Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.~~

~~Disposition: Temporary. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Review annually and delete superseded or obsolete electronic files, or files relating to an employee within 1 year after separation or transfer.~~

~~**If paper:** Review annually and delete superseded or obsolete electronic files, or files relating to an employee within 1 year after separation or transfer.~~

11. Time and Attendance Source Records.

GRS 2/7

~~All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flex-time records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.~~

~~**Disposition:** Temporary. Cut off at end of fiscal year. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files after GAO audit or when 6 years old, whichever is sooner.~~

~~**If paper:** Destroy paper documents after GAO audit or when 6 years old, whichever is sooner.~~

12. Tracking and Control Records.

GRS 23/Item 8

~~Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.~~

~~**Disposition:** Temporary. Cut off at end of fiscal year. Determine medium of recordkeeping copy.~~

~~**If electronic:** Destroy paper documents after the information has been converted into an electronic medium, backed up, and verified. Delete electronic files when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.~~

~~**If paper:** Destroy paper documents after GAO audit or when 6 years old, whichever is sooner.~~

~~Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.~~

13. Word Processing and Electronic Records.

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~A. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.~~



~~Disposition: **Temporary.** Destroy/delete within 180 days after the record keeping copy has been produced.~~

~~B. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.~~

~~Disposition: **Temporary.** Destroy/delete when dissemination, revision, or updating is completed.~~