



UNITED STATES GENERAL ACCOUNTING OFFICE  
WASHINGTON, D.C. 20548

APR 24 1977



OFFICE OF  
ADMINISTRATIVE SERVICES

IN REPLY  
REFER TO:

*John*  
5/6/77

NC 1-15-77-03

Mr. Edwin L. Arnold  
Assistant Administrator  
Office of Planning and Evaluation  
Veterans Administration  
Washington, DC 20420

Dear Mr. Arnold:

We reviewed your request for disposal of Construction's Critical Path Method Record Files. We recommend that Item No. 1b, described as "All other files", be retained for 3 years after final settlement of the contract and then destroyed. Items 1 and 1a are approved.

Sincerely yours,

*James H. ...*  
Director

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1 - 15 - 77 - 3</b>	
DATE RECEIVED <b>NOV 30 1976</b>	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>2-15-77</b> Date	<i>James E. O'Neill</i> acting Archivist of the United States

*2 items*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Veterans Administration**

2. MAJOR SUBDIVISION  
**Central Office**

3. MINOR SUBDIVISION  
**Construction**

4. NAME OF PERSON WITH WHOM TO CONFER  
**W. F. Harrison**

5. TEL EXT  
**3662**

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>11/18/76</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Edwin L. Arnold</i> EDWIN L. ARNOLD	E. TITLE <b>Assistant Administrator for Planning &amp; Evaluation</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Critical Path Method (CPM) Records Files contains network diagrams, schedules and various reports which are used in planning, scheduling and controlling the work to complete a construction project.		
1a.	Records required to be retained in support of claim.  Retire to Federal Records Center after final settlement of claim and payment of the contract. <del>For 10 years and then destroy</del> Destroy 10 years after settlement and payment.		
1b.	All other files.  Retain in VA until final settlement of contract, then destroy.		

*11/7/77 - Change approved by W. Harrison  
sent copies to agency and all FRC's - 5/17/77*

115-107

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

APPRAISAL REPORT  
Disposal Job No. NC1-15-77-3

Approved for Disposal:

The items for which disposal authority is requested are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Appraiser: Peter N. Laugesen 1/10/77  
PETER N. LAUGESSEN Date

Approval Recommended: Thomas W. Wadlow 1/10/77  
THOMAS W. WADLOW Date  
Director  
Records Disposition Division

Approval Recommended: Charles M. Dollar FEB 4 1977  
CHARLES M. DOLLAR Date  
Director  
Machine-readable Archives Division

Approval Recommended: Robert Wolfe 2/15/77  
for MEYER H. FISHBEIN Date  
Director  
Military Archives Division

OFFICE OF CONSTRUCTION

APPRAISAL FOR DISPOSITION OF RECORDS

TITLE AND DESCRIPTION:

Critical Path Method (CPM) Records Files. Records consisting of network diagrams, schedules and various reports used in the Critical Path Method system. The Critical Path Method is a system used in planning, scheduling and controlling the work to complete a construction project from the start of construction through its completion. The use of the CPM systems provides the Contractor and Contracting Officer (Project Director) with a more efficient way of controlling the project during construction.

RECOMMENDED DISPOSITION:

The recommended disposition of the Critical Path Method Records Files is as follows:

- a. Records required to be retained in support of a claim.

Disposition: Retire to Federal Records Center after final settlement of claim and payment of the contract for 10 years and then destroy.

- b. All other files:

Disposition: Retain in VA until final settlement of contract; then destroy.

Assistant Administrator  
for Construction (08)

NOV

8 1976

OFFICE OF CONSTRUCTION

APPRAISAL FOR DISPOSITION OF RECORDS

TITLE AND DESCRIPTION: Critical Path Method (CPM) Records Files. Records consisting of network diagrams, schedules and various reports used in the Critical Path Method system.

ANALYSIS OF RECORD: The Office of Construction uses the Critical Path Method (CPM) system in connection with construction projects valued at one million dollars and over. CPM is a system used in planning, scheduling and controlling the work to complete a construction project from the start of construction through its completion. The contractor submits a network plan and supporting data for approval at the beginning of the construction contract. The VA maintains a computer program from which reports submitted by the contractor at the start of construction and during the construction period are generated. The system is updated monthly to keep it current. From the information in the computer program, various reports, if approved, may be generated as required. The use of the CPM system provides the Contractor and Contracting Officer (Project Director) with a more efficient way of controlling the project during construction. The Critical Path Method Division provides advice and support to the Project Director in the application and use of the critical path system for construction projects. This Division also maintains the basic file of records under the CPM system. While these records are related to the construction contract, their use is primarily limited to the period through final settlement of the contract except in the case of a claim.

CONCLUSIONS: The Critical Path Method (CPM) system is used by the Contractor and Contracting Officer to plan, schedule and control construction projects. The documents and reports, many of which are computer generated, must be treated individually for each project. While some reports are the same for each project, flexibility is built into the system so that various types of information can be produced to aid the Contractor and the Contracting Officer in solving scheduling problems and making decisions relating to the completion of the project. The CPM records are used extensively during the construction phase of the project, but after the actual completion of construction the records have no further value and may be destroyed unless there is the possibility of a claim being filed. In the event a claim is filed, the Contracting Officer (Project Director) in coordination with the CPM Division will select the

records to be retained in support of the claim. Following the settlement of the claim, these records will be forwarded to the Federal Records Center for 10 years after final payment.

*W. W. Stevens*

NOV 8 1976

W. W. STEVENS

DATE

December 28, 1976

NC1-15-77-3

Director  
Records Disposition Division

The records for which the Veterans Administration requests disposal authority appear to have value only for VA administrative, legal, and fiscal purposes, as they document claims relating to specific construction projects. The attached analysis of the records provides more detailed information.

We recommend approval of this disposition schedule.

Peter N. Laugesen  
Records Disposition Division

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION



DATE: January 4, 1977

*National Archives and Records Service*

*Washington, DC 20408*

REPLY TO  
ATTN OF: Charles Dollar, NNR

SUBJECT: SF 115, VA, Job No. NC1-15-77-3

TO: Peter Laugesen, NCD

NNR concurs in the approval of this disposition schedule.

The schedule concerns Critical Path Method (CPM) records which are used by VA to plan, schedule and control work on building construction projects. While machine-readable records are not specifically mentioned, the appraisal written by W.W. Stevens of NCD indicates that computer files are involved. Since machine-readable files associated with CPM can be considered housekeeping files, they would be automatically disposable under Part III, Section 1 of General Records Schedule 20.

If computer files are to be retained ten (10) years at Suitland in support of a claim, it should be cautioned that the tapes may become unreadable in a few years unless provision is made for proper maintenance.

A handwritten signature in cursive script that reads 'Charles M. Dollar'.

CHARLES M. DOLLAR  
Director  
Machine-Readable Archives Division

Attachment